



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING
Wednesday, November 15, 2023 at 6:30 PM

Notice is hereby given that the Zoning and Planning Commission (ZAPCO) of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 15th day of November 2023 at 6:30 p.m., in the Council Chamber, Municipal Building, 911 Westlake Drive, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

1. Call to Order. Chairman Robert Meisel.
2. Citizen Communications The Commission welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Commission later in the meeting. The Commission cannot respond to or discuss matters not listed on the agenda. The Commission may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.
3. Consent Agenda The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these item/s unless a Commission Member or citizen so requests.
4. Land Use 100 Redbud Trail - Discuss and make a recommendation on variances for a 17-foot encroachment into the 50-foot front yard setback to demolish and reconstruct a pool house (Section 22.03.275 of the West Lake Hills Code). Applicant James Hughes Holland
5. Land Use 434 Brady Lane - Discuss and make a recommendation on proposed variances for the removal of two (2) trees with trunk diameters of 14 inches or greater, a double trunk 14"/19" live oak and an 18" live oak (Section 22.03.304 of the West Lake Hills Code). Applicant: Monte Janssen, J5 Homes, LLC.
 - Tree # 323 - Double trunk 14"/19" Live Oak; and
 - Tree # 325 - 18" Live Oak.
6. Land Use 603 Spurlock Valley - Discuss and make recommendation on a variance to the

side setback for pool encroachment of 10 feet to the required 20-foot side setback (Section 22.03.275 and 22.03.281 of the West Lake Hills Code.) Applicant Tim Kirkendall

7. Land Use **499 Rocky River Road** - Discuss and make recommendations on variances to the front yard setbacks and to allow a second driveway (Section 22.03.275 and 22.03.175 of the West Lake Hills Code). Applicant Aaron McIntyre, Munir Group
8. Land Use **5001 Jeffery Place** - Discuss and make recommendations on variances for 1. A 13-foot encroachment for a fence in a 20-foot fence setback, 2. To allow 0% transparency, where 80% is required and 3. Encroachment of pool equipment 1.5 feet in the 20-foot side yard setback on a corner lot (Section 22.03.173 and Section 22.03.275 of the West Lake Hills Code). Applicants Huang Lung Wang (Victor) & Elisa Jiang, Property Owners
9. Ordinance **Ordinance:** Discuss and make a recommendation on the approval of an ordinance to adopt a Subdivision Checklist, as required by House Bill 3699, codified in the Texas Local Government Code Section 212.0081
10. Administration Update from staff on items forwarded to BOA and City Council from the previous meeting.
11. Adjournment. Chairman Robert Meisel.

By Jennifer C. Bills, Director of Building & Development Services

Certificate

I certify that the above Notice of the November 15, 2023 Zoning & Planning Commission Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, November 11, 2023 at 6:30 pm. and will remain posted continuously until said meeting is convened.

By Jennifer C. Bills, Director of Building & Development Services

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations and equal access to communications will be provided upon request.

All items on the agenda are for discussion and/or action. ZAPCO reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO) REGULAR MEETING
Wednesday, October 18, 2023 at 6:30 PM

1. Call to Order. Chairman Robert Meisel.

With a quorum present, Chairman Meisel called the meeting to order at 6:30 p.m.

ZAPCO Members Present

**Chairman Robert Meisel
Julla Webber
Laurie Maccini
Karen Bartoletti
Patrick Stewart**

City Staff Present

**Dir. of Building & Development Jennifer Bills
ZAPCO Secretary Mark Littrell
Asst. City Attorney Josh Brockman-Weber**

2. Citizen Communications The Commission welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Commission later in the meeting. The Commission cannot respond to or discuss matters not listed on the agenda. The Commission may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

Chairman Meisel opened the meeting for public comments. Hearing none, the public comment section was closed.

3. Consent Agenda The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these item/s unless a Commission Member or citizen so requests.

- Approval of the September 20, 2023 Zoning and Planning Commission Meeting Minutes

Motion for Approval made by Commissioner Julla Webber with a Second by Commissioner Karen Bartoletti.

Motion for Approval carried unanimously by a vote of 4 ayes to 0 nays.

4. Land Use 5 North Peak - Discuss and make a recommendation on a variance for encroachment into the side setbacks by 4.5 feet for replacement and expansion of the pool and placement of pool equipment (Section 22.03.275 and 22.03.281 of the West Lake Hills Code). Applicant: Jennifer Smith, Permit Solutions LLC

Staff Briefing

Director Bills gives the staff briefing.

Staff Recommendation: Approval. No comments have been received from the public.

Commissioner Webber: The elevation shown isn't existing? What is the elevation at its highest?

Director Bills: The applicant is here.

Presentation by Applicant

Jennifer Smith is the applicant representing the property owner who is also present. The elevation will be at the same level.

Commissioner Bartoletti: What about looking at people from the end of the pool?

Commissioner Webber: How high is the fence?

James Bass is the property owner: The fence is 6'.

Jennifer Smith: It tappers will the property.

Commissioner Webber: The dimensions need to be shown. Privacy is an issue.

James Bass: You can't see over the fence from the pool.

Commissioner Maccini: Is there any screening?

James Bass: We have trees and no direct vision toward the neighbors.

Chairman Meisel: You have shrubs at the end of the pool?

James Bass: Yes.

Jennifer Smith: It's a very gradual slope. Notes from the previous meeting were addressed.

Commissioner Maccini: Is the equipment part of the variance?

Director Bills: Yes.

Public Hearing

Chairman Meisel opened the meeting for public comments. Hearing none, the public hearing section was closed.

Discussion/Recommendation

Commissioner Stewart: Are you reducing impervious cover?

Jennifer Smith: Yes.

Commissioner Maccini: Has anything been received from the other neighbors?

Director Bills: No.

Motion for Recommended Approval made by Commissioner Bartoletti with a Second by Commissioner Maccini.

Motion for Recommended Approval carried unanimously by a vote of 4 ayes to 0 nays.

5. **Land Use 904 Old Stonehedge** - Discuss and make a recommendation on two variances to allow the reconstruction of a non-conforming privacy fence 1. To encroach into the 30-foot front fence setback approximately 15 feet, and 2. the front yard fence to be a solid wood privacy style fence where 80% transparency is required (Section 22.03.173 of the West Lake Hills Code). Applicant Dan Littlejohn.

Staff Briefing

Director Bills gives the staff briefing.

Staff Recommendation: Denial. No comments received from the public.

Commissioner Bartoletti: If it is a repair it's okay. Replacing is a variance?

Director Bills: Yes.

Commissioner Webber: The denial recommendation is because of the encroachment or the 80% screening requirement?

Director Bills: Both. They would use yard space if it is moved back.

Commissioner Bartoletti: Wouldn't it look awkward?

Director Bills: There would be a gap.

Commissioner Webber: Is there a timeframe for 50% repair?

Director Bills: No.

Presentation by Applicant

Dan Littlejohn is the applicant. The red circle on Redbud Trail, we can do 30'. The one in front is the neighbor's yard, that is weird. It makes a hardship on them.

Chairman Meisel: Redbud can conform?

Dan: Redbud is a very busy street. Old Stonehedge is a single lane.

Chairman Meisel: A hardship would be imposed on the neighbor.

Public Hearing

Chairman Meisel opened the meeting for public comments. Hearing none, the public comment section was closed.

Discussion/Recommendation

Commissioner Maccini: I'm fine with it because it's a busy on Redbud Trail. It affects the quality of life.

Commissioner Webber: The 80% transparency requirement; I've not been on the board long enough to know the past discussions.

Chairman Meisel: We want to keep from having a wall tunnel.

Commissioner Webber: If this was a new construction project it wouldn't be acceptable?

Commissioner Bartoletti: This is an old neighborhood.

Motion for Recommended Approval made by Commissioner Bartoletti with a Second by Commissioner Webber.

Motion for Recommended Approval carried unanimously by a vote of 4 ayes to 0 nays.

6. **Land Use 1200 Westlake Drive** - Discuss and make a recommendation on variances for the installation of a fence on a vacant lot and the development of a turf sport field on a vacant lot and within the 30-foot rear setback (Section 22.03.173 & 38.03.032 (b) of the West Lake Hills Code). Applicant Hughes Holland

Staff Briefing

Director Bills gives the staff briefing.

Staff Recommendation: Denial. Properties should be re-platted.

Commissioner Bartoletti: Is there an order in which we accept permits? Does the applicant have any guidance? We have a process to go through.

Commissioner Webber: Can you identify the encroachment?

Director Bills: The rear setbacks.

Presentation by Applicant

Hughes Holland is the applicant. This location would require grading. The soccer

field is for the kids. Re-platting is not discussed.

Commissioner Webber: There is no survey with the topography lines?

Hughes: No.

Commissioner Webber: What would they apply for for that? Grading?

Director Bills: It's artificial turf.

Commissioner Webber: Grading is more of the issue.

Director Bills: Yes. Fences are not allowed on vacant lots.

Commissioner Maccini: Any lighting?

Hughes: No lighting. Three gates on the fence and just the field.

Brent Wilshire is the landscape architect. There is currently a fence on two sides. His current lot is his septic field.

Public Hearing

Chairman Meisel opened the meeting for public comments. Hearing none, the public comment section was closed.

Discussion/Recommendation

Commissioner Webber: I'm not opposed to having a place for kids.

Chairman Meisel: Neither are platted?

Director Bills: All 3 acres. That was done in 2017.

Commissioner Maccini: Would it require separate entrances?

Director Bills: No.

Commissioner Maccini: I'd like to see all the information.

Commissioner Stewart: It feels incomplete.

Chairman Meisel: Is there a solution that doesn't require variances? That is the solution.

Director Bills: No variances but they would require permits.

Commissioner Webber: The topography is missing.

Commissioner Bartoletti: These are big variances that aren't necessary.

Commissioner Stewart: What variance are we talking about?

Director Bills: Fence on a vacant lot.

Motion for Recommended Denial made by Commissioner Maccini with a Second by Commissioner Webber.

Motion for Recommended Denial carried unanimously by a vote of 4 ayes to 0 nays.

7. Land Use 100 Redbud Trail - Discuss and make a recommendation on variances for a 33-foot encroachment into the 50 foot front yard setback and impervious cover allowance greater than 25% to demolish and reconstruct a pool house and storage building (Section 22.03.275 and 22.03.281 of the West Lake Hills Code). Applicant James Hughes Holland
Staff Briefing

Director Bills gives the staff briefing.

Staff recommendation: Denial. No comments received from the public.

Commissioner Webber: How does an application reach this level with not enough information?

Director Bills: Notification requirements.

Commissioner Webber: This needs to be re-submitted.

Director Bills: No drainage study.

Commissioner Webber: This highlights the submittal requirements. Allowing them to submit building plans.

Presentation by Applicant

Hughes Holland is the applicant. 1957 is when this house was built. We're trying to do improvements. The 50' on Redbud is really the side. The drainage report just became available. Our demolition triggered the variances.

Public Hearing

Chairman Meisel opened the meeting for public comments. Hearing none, the public comment section was closed.

Discussion/Recommendation

Commissioner Webber: I feel we have incomplete information.

Motion for Recommended Postponement made by Commissioner Webber with a Second by Commissioner Maccini.

Motion for Recommended Postponement carried unanimously by a vote of 4 ayes to 0 nays.

8. **Land Use 300 Block of Laurel Valley** - Discuss and make recommendation a replat of Ledge way East, Lot 4 to create two lots, Lot 4A and 4B (Section 36.01.004 of the West Lake Hills Code). Applicants Jeff and Michelle Sunshine.

Staff Briefing

Director Bills gives the staff briefing.

Staff recommendation: Denial until 4 listed conditions are met.

Commissioner Bartoletti: Once the conditions are met, the approval is mandatory. Four items make it compliant.

Commissioner Webber: The easement is from the top if a Laurel Valley driveway is not done?

Presentation by Applicant

Jeff and Michelle Sunshine are the applicants. It's more a clarification approval with conditions before it goes to city council?

Director Bills: City Council.

Michelle: We have items to submit with changes to the plat notes. We didn't realize we have to refer to two re-plats. These are just wording.

Public Hearing

Chairman Melsel opened the meeting for public comments. Hearing none, the public comment section was closed.

Discussion/Recommendation

Commissioner Maccini: I was excited it was going to be large lots. It makes me sad to see it.

Chairman Melsel: We need to move it.

Motion for Recommended Denial made by Commissioner Bartoletti due to the 4 conditions, with a Second by Commissioner Maccini.

Motion for Recommended Denial carried by a vote of 3 ayes to 1 nays. Commissioner Stewart opposed.

9. Land Use Update from staff on items forwarded to BOA and City Council from the previous meeting.

Director Bills gives the update. Reminder there will be a joint ZAPCO/Council meeting either November 29th or December 6th to discuss the new city hall.

10. Adjournment. Chairman Robert Meisel.

Chairman Meisel adjourns the meeting at 8:03 p.m.

Respectfully submitted,

ROBERT MEISEL, CHAIRMAN

ATTEST:

ZAPCO Secretary Mark Litrell

These minutes were approved on _____, 2020.



City of West Lake Hills Zoning and Planning Commission

AGENDA REPORT

Meeting Date:	December 13, 2023	Item Number:	4
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

100 Redbud Trail: Discuss and make a recommendation on variances for a 17-foot encroachment into the 50-foot front yard setback to demolish and reconstruct a pool house (Section 22.03.275 of the West Lake Hills Code).

Applicant: James Hughes Holland

Recommendation

Staff recommends approval of the variance request, given the existing non-conforming shape of the lot and the current location of the pool house.

This item will be forwarded to the December 13, 2023, Board of Adjustment meeting for consideration.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Patrick & Renee Feigley

Legal Description: 0.610 acres of the W. Sparks Survey, Abstract 21

Lot Size: 0.610 acres (26,571.6 sq. ft.)

Zoning: R-1, One-Family

The properties surrounding the subject property are zoned R-1, One Family, B-2 Business and GUI Government, Utility, and Institutional.

Background & Analysis:

The applicant was requesting two variances to demolish and build a new pool house and shed. This item was discussed at the October 18, 2023 ZAPCO meeting and was postponed to the November meeting pending new information. The previous request was to demolish and rebuild a storage shed and pool house. The plans also showed replacement of the pool deck in the rear setback and replacement of a non-conforming fence.

The applicant has revised the request and provided a new exhibit for just the demolition and replacement of the pool house. The existing shed, deck, and fence will not be replaced. With the proposed revisions, the applicant will remove existing impervious cover down to the allowed 25% so they are not asking for an impervious cover variance (Attachment 1).

The existing property is triangle shaped and has frontage on Wild Cat Hollow and Redbud Trail. The driveway access for the lot is off Wild Cat Hollow. In the code, both road frontages have 50-foot front yard setbacks. The existing house, shed, and pool house are all encroaching into the front and side yard setback.

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence:

- The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
As of right now the pool house needs to be demo'ed as it is falling apart and someone could get injured. We are proposing to rebuild the pool house in its exact location and even with the second floor workout room only increasing the square footage from 837sf to 968sf.
- There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
There is no change and no existing flora that will be disrupted or destroyed.
- There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
The existing pool house needs to be demo'ed due to safety concerns.
- The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
We are doing the best we can to abide by the City of West Lake Hills building guidelines.
- The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.
We are only rebuilding a decrepit structure and making it better and we are staying within the City of West Lake Hills guidelines in doing so.
- The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.
We meet all of the building requirements set out by the City of West Lake Hills.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

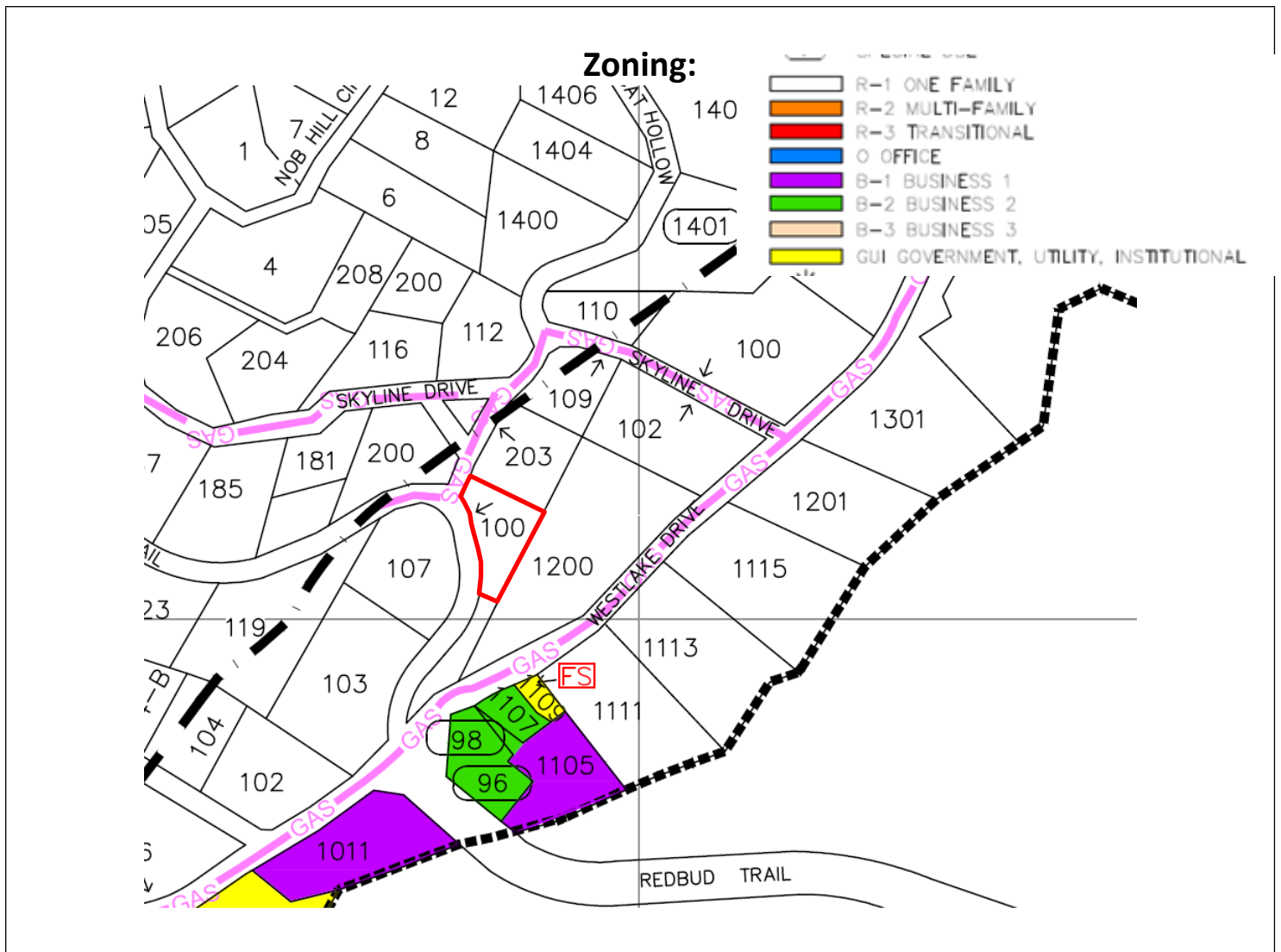
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

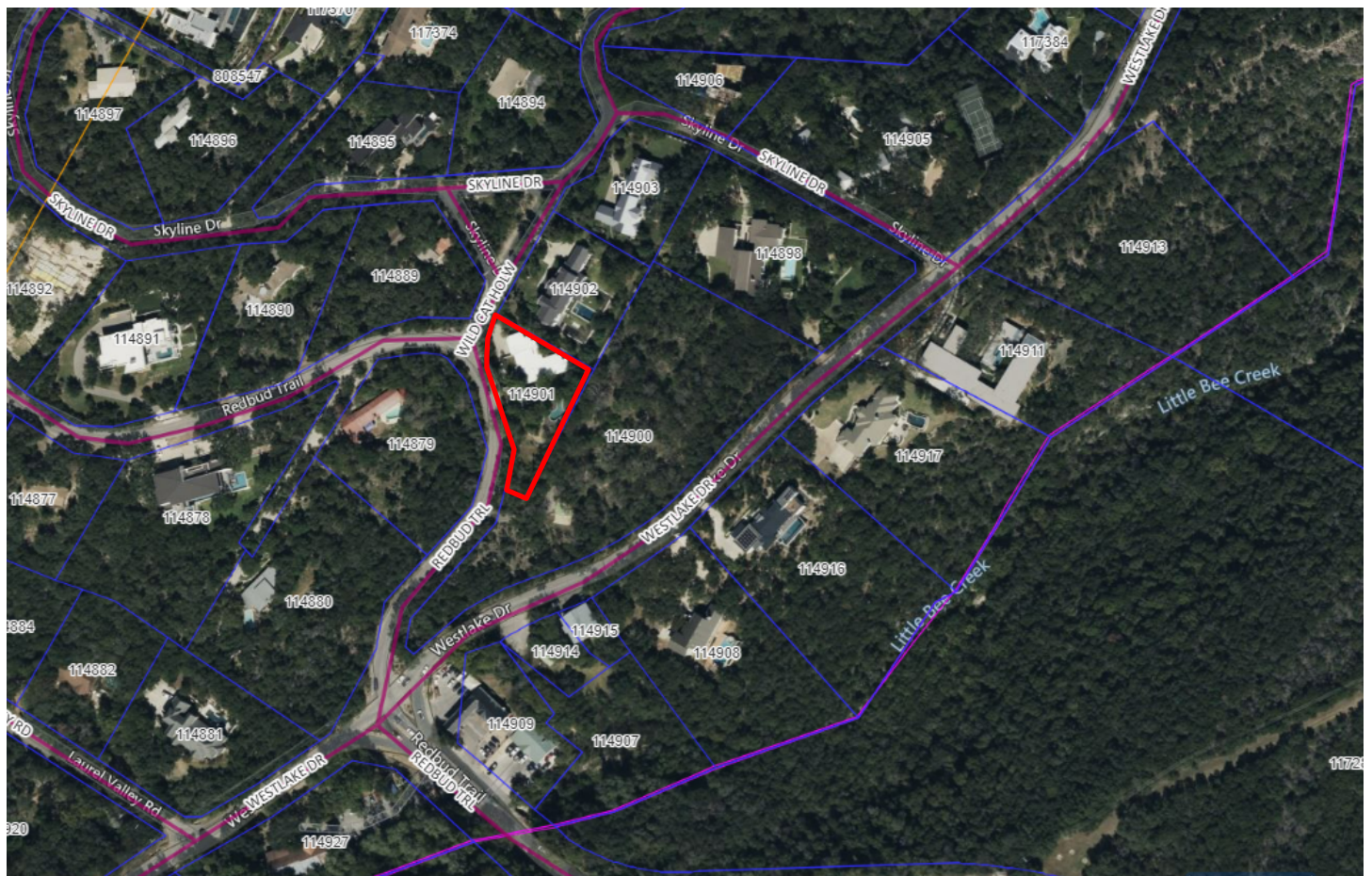
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.275 Building setback distances](#)
- [Section 38.04.061 - Nonconforming uses of land and structures](#)
- [Section 22.03.281 Schedule of Regulations](#)
- [Section 38.05.031: Variances](#)
- [Section 22.03.511: Criteria and process required for granting variance](#)



Aerial:





100 Redbud was originally constructed in 1957 — some say to the designs of iconic Austin architect Alan Taniguchi. It is a fantastic example of mid-century Texas modernism.



EXISTING
MAIN HOUSE

EXISTING
POOL HOUSE

EXISTING
POOL

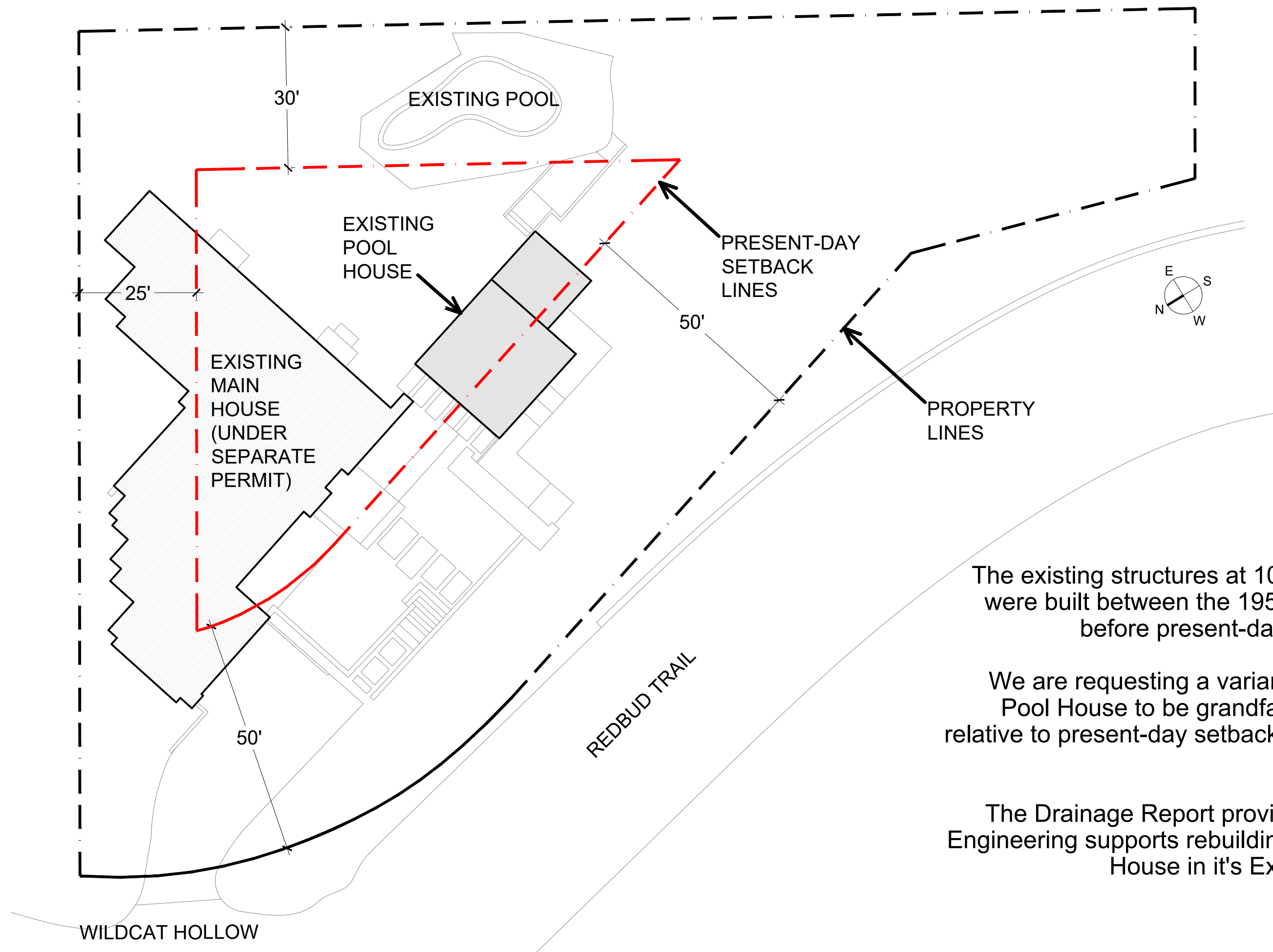
Redbud Trail

Redbud Trail

Redbud Trail

Wildcat Hollow

SITE PLAN



The existing structures at 100 Redbud Trail were built between the 1950's and 1970's, before present-day setback lines.

We are requesting a variance to allow the Pool House to be grandfathered in place relative to present-day setback lines, so it can be renovated.

The Drainage Report provided by Servant Engineering supports rebuilding the new Pool House in it's Existing Location.

EXISTING PHOTO AT BACK YARD

The Pool House structure is badly in need of repair.

The floorboards and substructure of the deck have rotted through, making it unsafe. The windows, siding and roof are in disrepair. All need to be replaced. The interior floor structure is cracking.

The building is also infested with fleas, termites and other insects.

The Main House is undergoing repairs under separate permit.



PROPOSED RENDERING AT BACKYARD

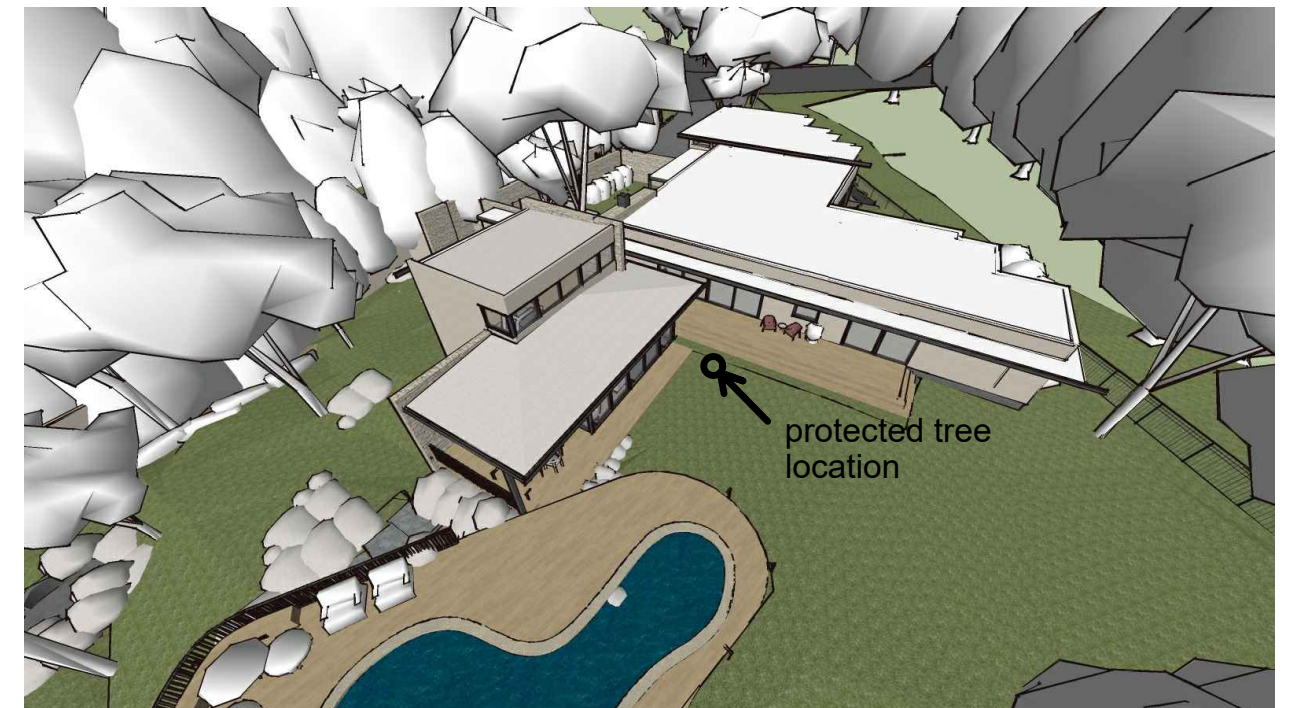
Our proposal is to revitalize the Pool House using it's existing footprint, matching the mid-century style of the main house.



We tested a layout where the Pool House was moved to within the setback. However this presents several hardships:

- Significantly more expensive to demo and rebuild elsewhere, rather than use existing footprint and utility locations.
- Major reduction in usable Backyard space.
- Relocating the Pool House will impact the protected tree and the critical root zone.
- Blocks views from existing windows in the main house.
- Hinders access to existing pool equipment and other parts of the property.
- The Drainage Report does not support relocating the Pool House, rather it supports building it in it's existing location.

Proposed location with variance



Proposed location without variance

Thank you for your time. We hope that you can approve this variance so we can make necessary improvements to this Westlake home, while retaining the original building footprint.

PROPOSED RENDERINGS

Thank you!

Renovated Pool House
at existing footprint



Main House
(under separate permit)

Back Yard View

Main House
(under separate permit)



Renovated Pool House
at existing footprint

Entry View

Attachment 2

100 REDBUD TRAIL - - - IMPERVIOUS COVERAGE CALCULATIONS								
DOB&EEL ARCHITECTURE - - - 2023-9-14								
EXISTING IMPERVIOUS			PROPOSED IMPERVIOUS					
LOT AREA	26,665		LOT AREA	26,665				
DRIVEWAY	1244		DRIVEWAY	1244				
MAIN HOUSE + GARAGE	3442		MAIN HOUSE + GARAGE	3442				
REAR WALLS + PAVING	285		REAR WALLS + PAVING	285				
SIDE STEPS	80		SIDE STEPS	0 *				
WOOD POOL DECK	316		WOOD POOL DECK	349 **				
POOL	429		POOL	429				
POOL EQUIP. AREA BELOW	219		POOL EQUIP. AREA BELOW	219		**= INCREASED		
BRICK + RETAINING WALLS	809		BRICK + RETAINING WALLS	0 *		* = DECREASED		
GRAVEL AREA #1	184		GRAVEL AREA #1	0 *		WE REDUCED THE IMPERVIOUS		
SEPTIC TANK	78		SEPTIC TANK	78		1,623	SF	
GRAVEL AREA #2	335		GRAVEL AREA #2	0 *				
AC PAD	9		AC PAD	8 *				
POOL HOUSE + DECK	837		POOL HOUSE + DECK	968 **				
STORAGE AND CONCRETE	484		STORAGE AND CONCRETE	330 *				
STONE SWALE	472		STONE SWALE	472				
ENTRY PATHS + FISH POND	511		ENTRY PATH (FISH POND REMOVED)	287 *		8542	SUBTOTAL OF REDUCED EXISTING	
DINING PATIO	211		DINING PATIO	211		TAKES THE IMPERVIOUS DOWN TO		
ENTRY STEPS AND SITE WALLS	220		ENTRY STEPS AND SITE WALLS	220		32.03%		
			(N) STONE WALL CLOSURE	8				
			(N) WOOD BRIDGE	74				
			(N) WOOD BACK HOUSE DECK	216				
			(N) WOOD WALK + STEPS	160		THEN ADDED BACK		
			(N) FLAGSTONE PATH	138		596	IN NECESSARY IMPROVEMENTS	
TOTAL IMPERVIOUS (EXISTING)	10,165.00		TOTAL IMPERVIOUS (EXISTING)	9,138.00				
PERCENTAGE OF LOT AREA	38.12%		PERCENTAGE OF LOT AREA	34.27%				
			AN OVERALL NET REDUCTION OF	3.85%				



City of West Lake Hills

Zoning and Planning Commission

AGENDA REPORT

Meeting Date:	November 15, 2023	Item Number:	5
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

434 Brady Ln: Discuss and make recommendation on proposed variances for the removal of two (2) trees with trunk diameters of 14 inches or greater, a double trunk 14"/19" live oak and an 18" live oak (Section 22.03.304 of the West Lake Hills Code).

Applicant: Monte Janssen, J5 Homes, LLC

Recommendation

Staff recommends denial of the variance request. The trees appear to be viable and a house with a smaller footprint could be built on the lot. However, the existing house is nonconforming and to rebuild in the same location, setback variances would be needed to build within the existing footprint.

This item will be forwarded to the December 13, 2023 City Council meeting for consideration.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Monte Janssen, J5 Homes LLC

Legal Description: 0.235 acres of the Henry P. Hill League Survey, Abstract 21

Lot Size: 0.235 acre (10,454 sq. ft.)

Zoning: R-1 (One Family)

The properties surrounding the subject property are zoned R-1 (One-Family).

Background & Analysis:

This item was originally considered and recommended for denial at the June 21, 2023, ZAPCO meeting with the comment that they needed more information. The applicant requested a postponement to provide more information.

The applicant is proposing to demolish the existing home on the lot and rebuild a new home (Attachment 1). The applicant seeks a variance for the removal of Tree #323, a double trunk 14"/19" live oak and Tree #325 – an 18" live oak (Attachment 2 and 3). The existing house is a two-story house (second story is as partial story) with a 2,180 sq. ft. footprint, built in 1960. The existing house does not meet the setbacks required by the adopted Code. The proposed house would be a two-story home with a walk-out basement, with a 3,052 sq. ft footprint and is proposed to meet the required setbacks. The applications for demolition and new residential construction are under review.

The applicant has provided an updated request letter providing more information that the current site is unsafe and the current improvements are valued at \$0. The also provided information from an arborist that the trees requested for removal are in average condition with average to below average tree canopies for their size. Site pictures showing the trees' relationship to the existing structure and the relationship to the rear property view (Attachment 4).

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence:

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.
With 20' side setbacks and a 15' rear setback, the buildable area of the lot is significantly reduced from existing setbacks. To comply with city codes on setbacks, several trees must be removed.
2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
The trees are in the back of the existing house and obscured from neighbors. They are not "beautiful and majestic" by any means. Rather the canopies are thin and sprawling. The February ice storm damaged much of the canopies and damaged several limbs as it is.
3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.
The existing house is dangerous and does not meet many current codes and building practices for construction. Without removing the trees, the proposed new family house will not be able to be built on this lot. A new house is essential.
4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
We want to remove as few trees as possible, and with 11 trees to be removed, we believe we have been successful in our efforts for this result.
5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.
We believe the circumstances of building a new, safe house that meets all building codes and fire safety standards is the preferred intent of the City.
6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.
The trees are located in the back of back of the property and unseen by neighbors. There are NO trees inside the building setbacks that we seek a variance.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

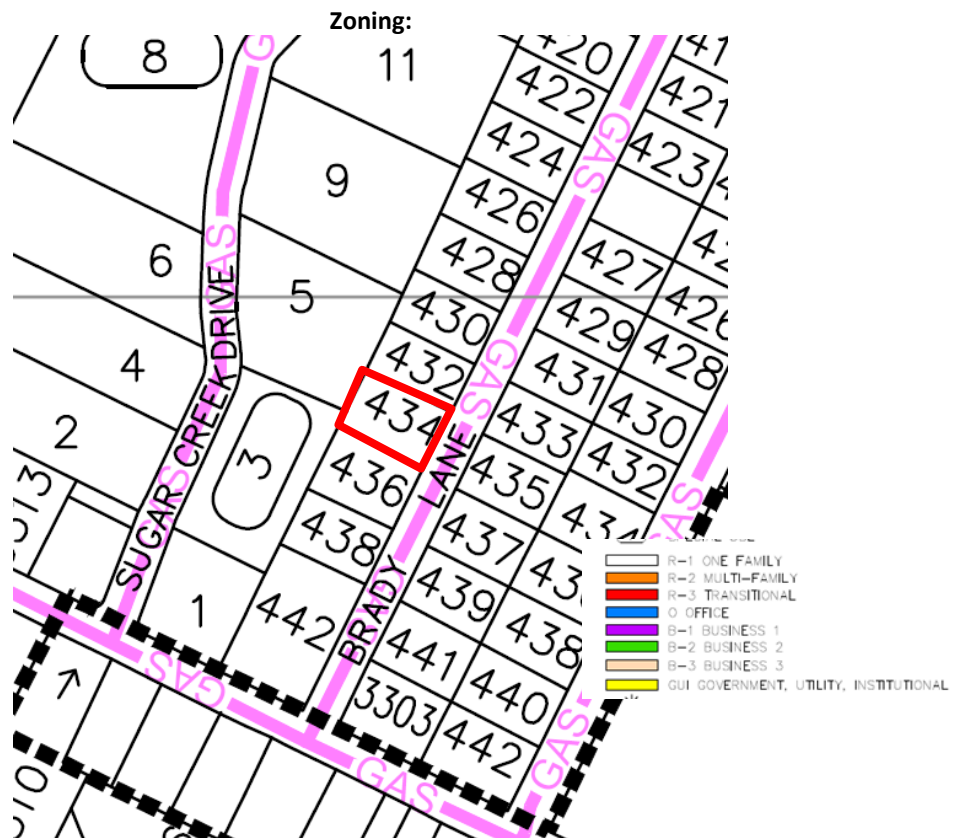
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Sec. 22.03.034](#) **Tree and Vegetation Removal and Replacement**
- [Section 38.05.031](#) **Variances**
- [Section 22.03.511](#) **Criteria and process required for granting variance**



Aerial:



November 15, 2023

Jennifer Bill
City of West Lake Hills
Director of Building & Development Services
911 Westlake Drive
West Lake Hills, TX 78746

Re: 434 Brady Lane

Site:

434 Brady Lane
ABS 14 SUR 211 Hill H P ACR .240 82.00X125.00

The proposed project will include the construction of a Single Family Residence of approximately 4,451 square feet. The house features five bedrooms with a rear walk-out area to an outdoor living area and swimming pool. The construction will include a Type 3 Drainage System that exceeds the City of WLH drainage guidelines.

Site Conditions:

This property was originally developed in 1960 with a SFR of 1903 sq.ft. The Travis County Appraisal District deemed the house unsafe and unlivable and set the 2023 value of the Homesite Improvement at \$0.00. The Land was appraised at \$1,200,000.

Request:

We are requesting to remove two (2) trees due to the overall condition of the trees and the hardship they present for the reasonable use of the property. The trees are described below:

Subject Trees:

Assessed by a certified Arborist at Tree Mann Solutions with a report that includes removal and replacement recommendations.

T323 is a 24.5" multi-stem live oak with the trunks measuring 19 and 14 inches diameter, respectively. The tree is in fair condition with average to below average canopy density and spread with a moderate amount of vine cover in the lower portion of the trunk. The smaller stem is moderately unbalanced towards the west and offers little canopy.

T325 is a 17" diameter live oak and found to be in fair condition. A fungal body was found on the west side of the base of the tree likely caused by the organic matter concentrated at the tree base. This could be an early stage of tree rot. There is notable deadwood accumulation within the canopy, and the tree canopy is not nearly as tall and substantial as one would expect given the trunk size and room to grow on the site.

Recommendation:

Based on site constraints and intended use, Tree Mann Solutions does not believe the proposed removals will hinder the natural character of the site, nor the ability to maintain the existing natural flora and fauna. The proposed removals will be replaced, allowing for younger generations of plant life to establish and thrive. TMS strongly encourages replacement with native species (i.e. Monterey Oaks).

Site Hardships:

The property is subject to numerous constraints which inhibit its use—first and foremost are the construction setbacks of 20 feet on each side of the property. The buildable area is necessarily narrow creating problems. When that narrow area is diminished further due to certain trees and their drip zones, the buildable hardships are multiplied.

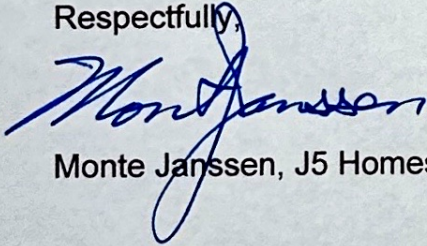
Reason for Removal:

Trees 323 and 325 need to be removed to allow for reasonable usage of the buildable area of construction. The removal of the trees will come with a replacement of new healthy trees to enhance the property and surrounding properties.

Conclusion:

We ask that the ZAPCO members support the request to remove trees 323 and 325 and recommend to the City Council to approve the tree variance.

Respectfully,

A handwritten signature in blue ink, appearing to read "Monte Janssen", with a stylized flourish at the end.

Monte Janssen, J5 Homes

Michael Andrew Barber
Architects

Transmittal

To: Monte Janssen – J5 Homes
From: Michael Barber
CC: File
Date: 10/30/2023 No. of pages including Cover Sheet: 1
Re: 434 Brady Ln, West Lake Hills, TX – site hardship & tree variance

Monte,

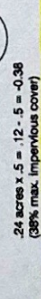
Per your request I have prepared the following bullet points to address the construction hardships at 434 Brady Lane.

- Although demolition of the house is not at issue and therefore not subject to discussion in regards to tree removal, it was brought to my attention that the developer should consider saving the house due to provenance.
 - From a historic point, the house has been remodeled and added onto over the years and as such it is not prime example of an A.D. Stinger house As a side bar opinion, its not one of his more interesting designs.
 - The ad hoc additions and modifications are neither code compliant or structurally sound, and lack the aesthetics of the remainder of the original house. Its my opinion that much of the work done to the house was done without a permit or a design professional.
 - The City of West Lake Hills Zoning Ordinances limit the construction budget for remodel/additions and this limit precludes doing any meaningful work to the house. This was discussed with city staff in detail.
- Tree 325 (17 inch Live Oak) sits just inside the South side yard set back near the midpoint of the buildable area. Designing around this tree is not feasible, nor is it practical given the setback requirements of the current zoning regulations. The reduction in buildable area would be 12.25 feet x 19.5 feet to the ½ critical root zone or 7.1% of the buildable area. To the full CRZ it would be considerably more.
- Tree 323 (multi-bole 14 inch/19 inch Live Oak) sits just inside the Southwest corner of the buildable area the hardship for removal is the same as the tree 325; however, tree 323 has a slightly smaller impact on buildable area as it sits at the corner. The loss to the ½ critical root zone would 4.4 percent.
- Great care was taken in designing the master wing which would be the only occupied space that in theory would have a view to the neighboring lots down slope. The West facing window is a high horizontal slot designed to provide daylight (the bottom of the window is 6 feet above the finish floor) and to facilitate furniture placement in the room.

Thank you.

Sincerely,
Michael Barber
Architect

P.O.Box 476, Blanco, TX 78606-0476 p.512.201.3572
mabarchitects@gmail.com, www.mabarch.net



scale: 1"=10'

scale: 1"=10'

General Notes:

1. All dimensions are to face of stud or center line of structure.
2. Contractor to fully verify all dimensions prior to work.
3. Contractor to provide temporary weather protection and security during construction.
4. If you encounter any errors or omissions in this set, stop work in that area and contact Architect 513.261.5679.



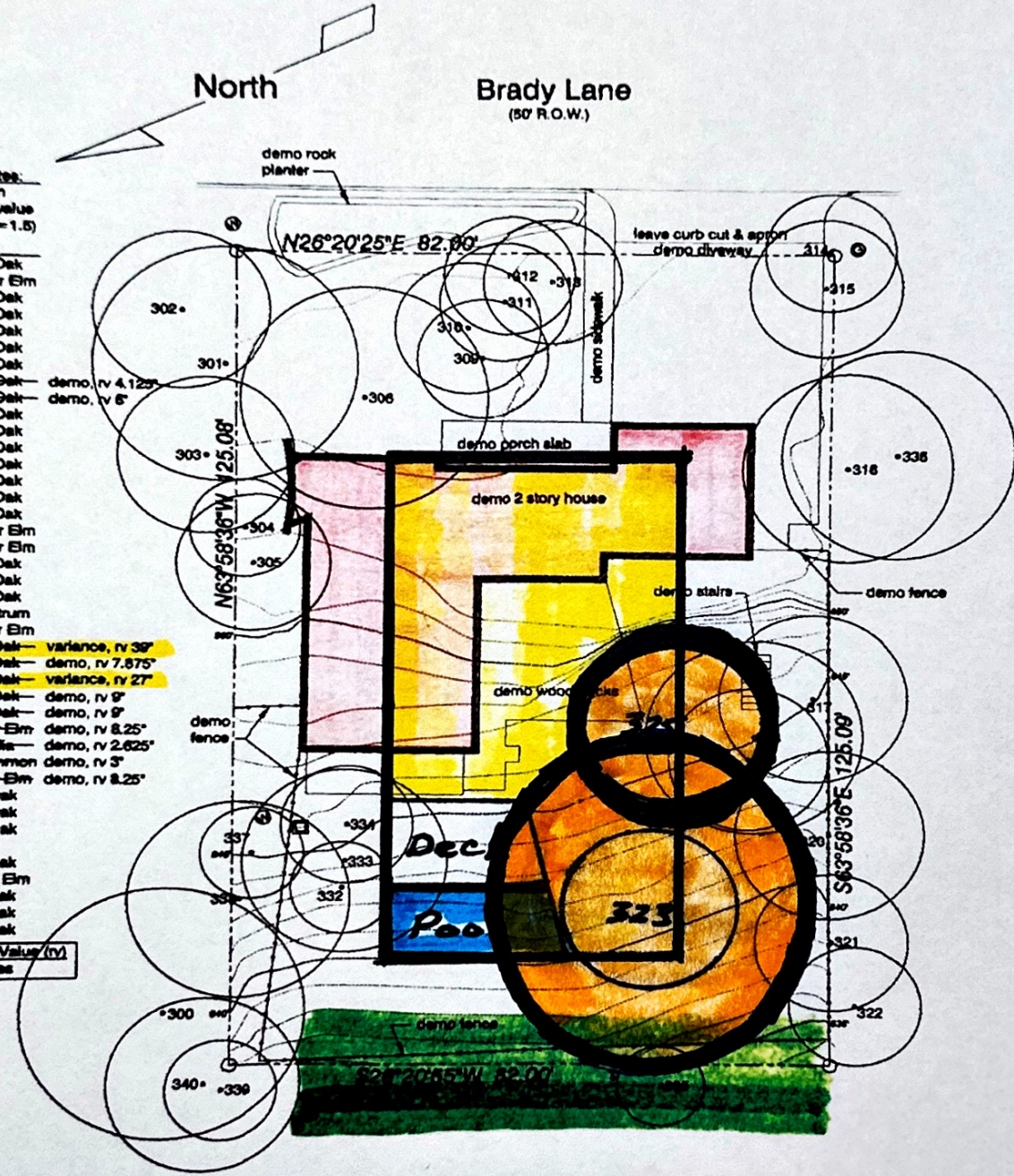
New Single Family Construction
434 Brady Lane
West Lake Hills, Texas 78746

Tree Schedule Notes:
demo = demolition
rv = replacement value
($<14" = 0.75$, $>14" = 1.5$)

Tree Schedule:

300	18"	Live Oak	
301	18"	Cedar Elm	
302	12"	Live Oak	
303	12"	Live Oak	
304	7.5"	Live Oak	
305	10.5"	Live Oak	
306	17"	Live Oak	
307	5.5"	Live Oak	demo, rv 4.125
308	8"	Live Oak	demo, rv 6"
309	8"	Live Oak	
310	10"	Live Oak	
311	9"	Live Oak	
312	9"	Live Oak	
313	9.5"	Live Oak	
314	9"	Live Oak	
315	10.5"	Live Oak	
316	14.5"	Cedar Elm	
317	13"	Cedar Elm	
318	15"	Live Oak	
319	11"	Live Oak	
320	13"	Live Oak	
321	3/4/7	Ligustrum	
322	9"	Cedar Elm	
323	14/19	Live Oak	variance, rv 39"
324	16.5"	Live Oak	demo, rv 7.875
325	18"	Live Oak	variance, rv 27"
326	12"	Live Oak	demo, rv 9"
327	12"	Live Oak	demo, rv 9"
328	11"	Cedar Elm	demo, rv 8.25"
329	8.5"	Bumelia	demo, rv 2.625
330	4"	Paralimmon	demo, rv 3"
331	14"	Cedar Elm	demo, rv 8.25"
332	7"	Live Oak	
333	14"	Live Oak	
334	9"	Live Oak	
335	6"	Cedar	
336	18"	Live Oak	
337	7"	Cedar Elm	
338	15"	Live Oak	
339	7.5"	Live Oak	
340	15"	Live Oak	

Total Replacement Value (rv)
(124.125) 124 inches



1 Demo Site Plan
scale: 1"=10'

Tree Notes:

1. Concrete-like pump: Wrap circumference of concrete line pump with plastic to prevent concrete slurry from seeping into ground and near roots of trees.
2. Concrete truck: If heavy equipment of any kind will be sitting over any area of the full size of proposed trees, provide 10" plywood over full surface over 10" layer of mulch to bridge over the roots and prevent soil from compacting. After construction is completed, spread mulch around site to form a mulch layer of 10" within root zone.
3. Provide orange construction fencing around all remaining trees - fence to be placed at a minimum of 1/3 the diameter of the tree, example 14" diameter = 17 x 15 = 255 (17-47)

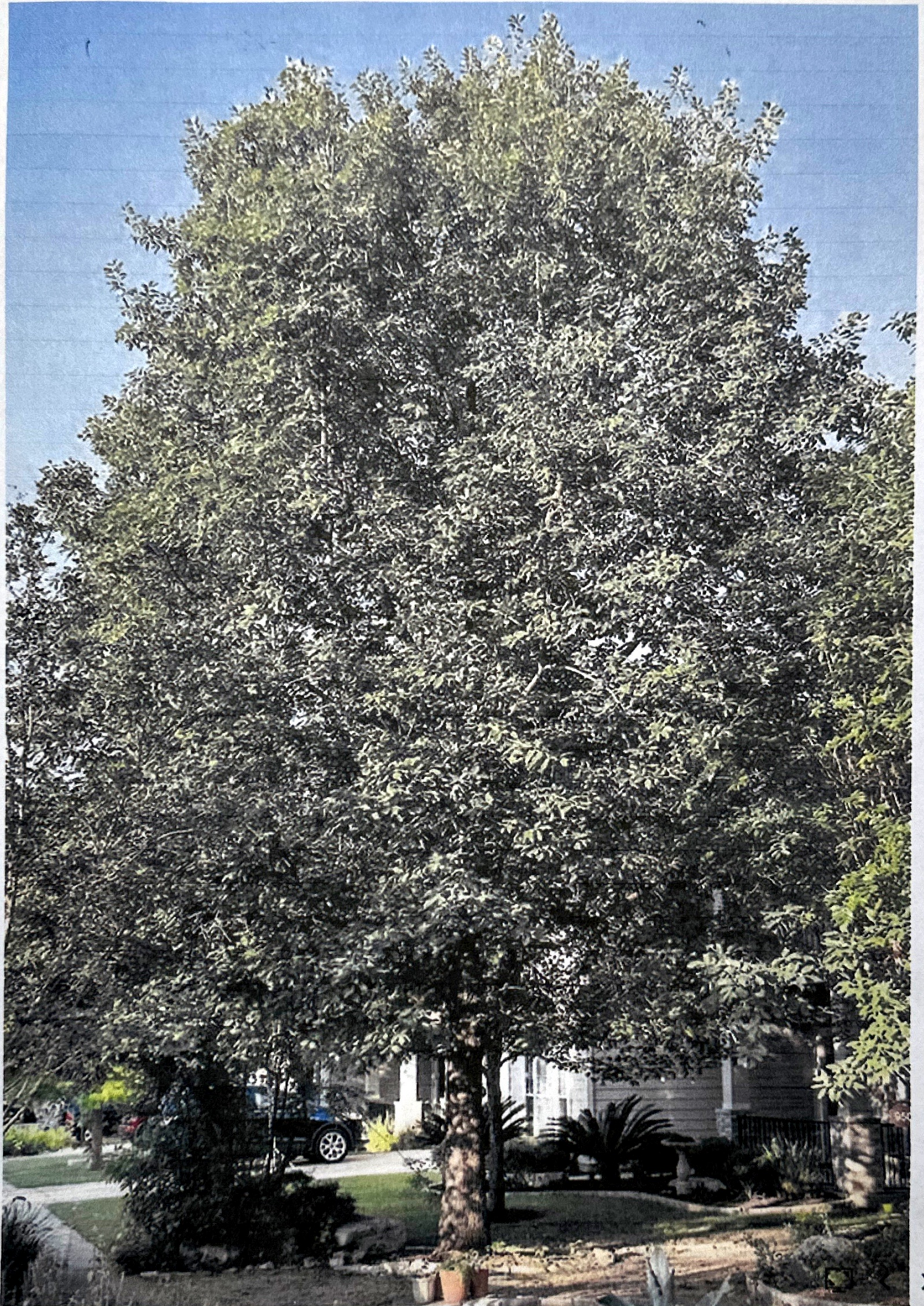
General Notes:

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4. If you encounter any errors or omissions in this set, stop work in that area and contact Architect 512-351-3578.



New Single Family Construction
434 Brady Lane
West Lake Hills, Texas 78746

Michael Andrew Barber
Architects
A 0.0
P.O. Box 478 Blanco, TX 78606-0478, p.512.351.3578
www.mabarchitect.com, mabarchitect@gmail.com
DRAWN BY: MAB
CHECKED BY: MAB
DATE: 05/08/2023



1. Monterrey Oaks grow speedily and have long lives. Usually, fast-growing trees are known as 'trash trees'. People don't like to plant them. The Mexican White Oak is an exception to this rule. Why? The tree, which grows to about 40 feet tall, get to that height quickly. The tree has a growth rate as much as 4 feet per year. A newly planted sapling will tower majestically over your home well before you pay off your mortgage. Growth rate and ultimate height are dependent on growing conditions and other factors. For example, thin soil and extreme drought may limit the tree's ability to achieve maximum height. The tree can grow to be two feet in diameter, though as a sapling, the tree is lanky and gangly before it fills out, sort of like a teenager. This tree sapling is quite likely to mature well into grandparenthood since the Monterrey Oak's average lifespan is about 100 years. When it grows to its full maturity, the Monterrey Oak provides excellent cooling properties for your home.

2. The Mexican White Oak is almost evergreen. The leaves of the Monterrey Oak are four to five inches long with smooth or serrated edges of varying degrees. Different specimens can have different leaf shapes. Tiny seedlings' leaves are more serrated and tend to smooth out as the tree matures. A giant squirrel playground, the Mexican White Oak holds onto its leaves into late winter or early spring when it finally defoliates. This is followed by a rapid-leafing period. In lieu of a showy flower, the tree's small, young leaves display an attractive red-peach color before turning bright green and then maturing into thick, deep green leaves with a leathery texture. All in all, the tree is leafless for 2 to 8 weeks, depending on the climate in which it is planted. In Austin, they begin to re-leaf before we've finished raking up the fallen leaves.

3. The Monterrey Oak is well adapted. While especially happy in dry environments with some rainfall, this tree is found in a number of varying ecosystems including river banks, mountain forests and desert-like areas. This tree, as many Texan gardeners can attest to, is extremely drought-tolerant. Even in July and August when temperatures regularly hit triple digits, we don't give them any supplemental water. The Mexican White Oak prefers neutral to alkaline soil pH and can adapt to many soil types including sandy loam and well-drained clay soils.

4. The Mexican White Oak is resistant to pests and diseases. Generally speaking, the Monterrey Oak is very healthy. While many oaks are susceptible to oak wilt. Oak wilt is a highly contagious fungal disease that is often fatal. Members of the oak tree family are particularly at risk of succumbing to this disease. However, Mexican Oaks are rarely affected by this disease and others that are common to trees of their genus.

5. The Monterrey Oak requires minimum care. Because these trees are fast-growing, you'll want to regularly prune the lower limbs to raise the canopy. Other than that, these trees don't need much pruning or thinning. They aren't plagued by deadwood the way live oaks are. Assuming that you plant them in proper soil and they receive occasional rain, these trees require no additional care.



07/17/2023

J5 Homes
434 Brady Lane
West Lake Hills, TX 78746

Introduction:

Tree identification, measurement, inspection, and arboriculture consultation were performed by a board-certified master arborist team who through related training and experience are familiar with the techniques and equipment used in such operations.

TMS was contacted regarding a property being studied for construction. The team wanted a better understanding of trees on site and their potential impacts/benefits to the project.

Assignment:

Tree Mann Solutions to inspect, identify, measure DBH, and provide condition rating with supportive notes for 2 designated trees, per provided exhibit. TMS to review provided documents and make preservation/removal recommendations where warranted. Summary report with photos provided for team use.

Observations:

- **T323**, a 24.5" multi-stem live oak, was found to be in fair overall condition. The smaller stem is moderately unbalanced W. There is a moderate amount of vine cover in the lower portion of the tree.
- **T325**, a 17" live oak, was found to be in fair overall condition. The canopy and overall structure are in fair condition. A fungal body was found on the W side of the base of the tree. This fungus is most likely caused by the organic matter concentrated at the base of the tree.
- Based on the site constraints and intended use, TMS does not believe the proposed removals will hinder the natural character of the site, nor the ability to maintain the existing natural flora and fauna. These proposed removals will be replaced, allowing for younger generations of plant life to establish and thrive. TMS strongly encourages replacement with native species.

TMS recommends designing with good data, maintaining compliance with tree regulations, and promoting healthy urban canopy through quality preservation and/or mitigation with new, well-planned plantings. If you have any questions and/or concerns regarding tree assessment on this site, please contact me at (512) 745-9653 or joshua@treemannsolutions.com. We are here to help promote smart planning, aid efficient permitting, and ensure quality urban tree canopy preservation.

Respectfully,

Joshua Morales

Joshua Morales | Assistant Project Manager

Tree Mann Solutions, LLC

ISA Certified Arborist TX-4657AM

Tree Risk Assessment Qualified (TRAQ)

Texas Oak Wilt Qualified #410 (TXOWQ)

TDA Applicator License No. 0849823

To Whom It May Concern:

My name is Patrick Comer and I live at 424 Brady Lane. I am aware of the proposed construction at 434 Brady Lane. As a neighbor, it is my opinion that the Tree Variance should be granted and construction allowed to proceed for the overall good of our street and community.

Sincerely,

DocuSigned by:

Patrick Comer

11/7/2023

0D83ED2E1B0E4C0...

Patrick Comer
424 Brady Lane

To Whom It May Concern:

My name is Laurel Prats and I live at 408 Brady Lane. I am aware of the proposed construction at 434 Brady Lane. As a neighbor, it is my opinion that the Tree Variance should be granted and construction allowed to proceed for the overall good of our street and community.

Sincerely,

**Laurel Prats
408 Brady Lane**

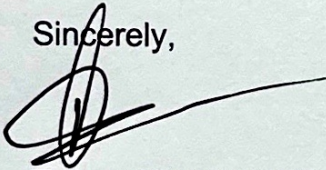
November 3, 2023

TO WHOM IT MAY CONCERN at the City of West Lake Hills,

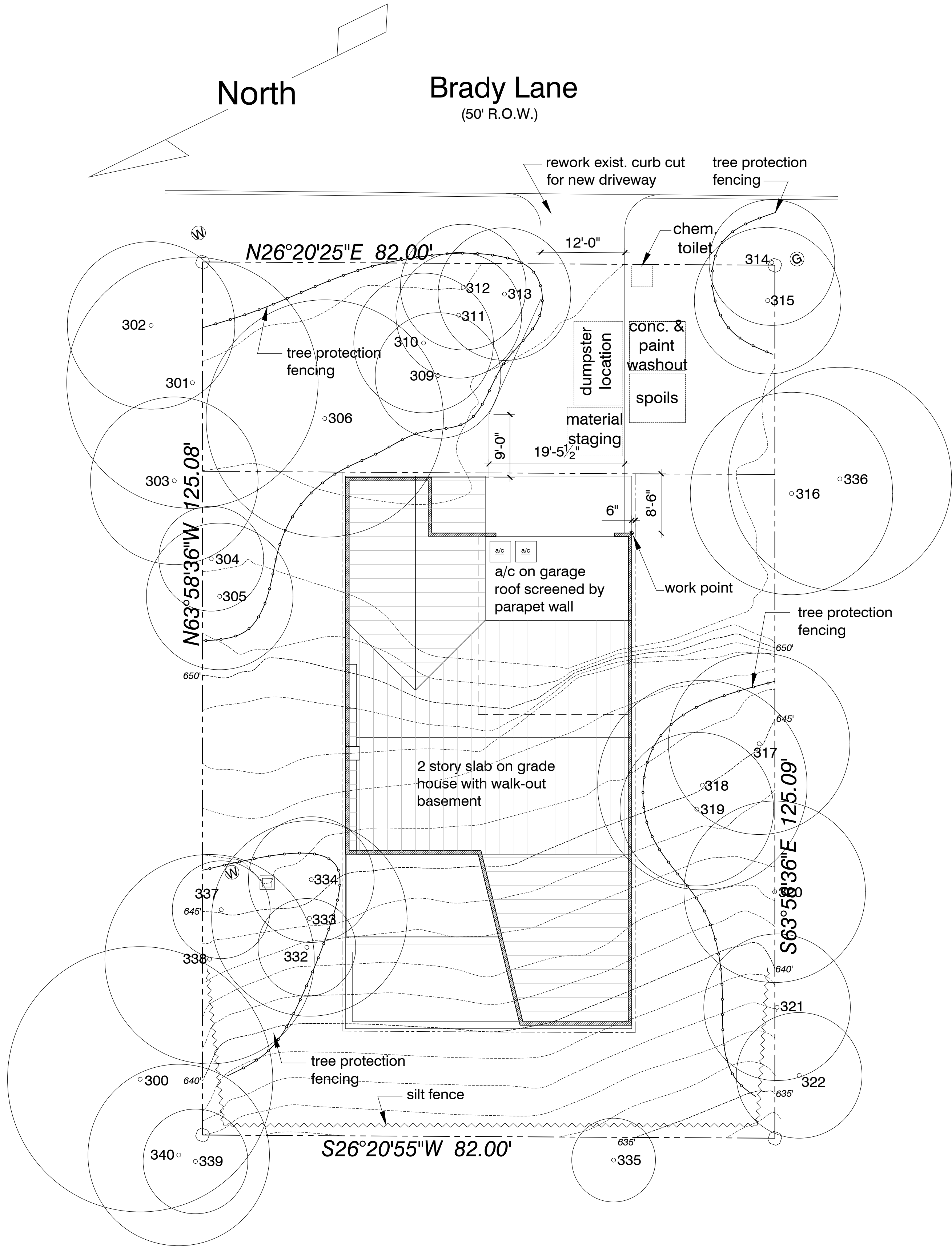
My name is Bob Litschi and I've lived in the West Lake Hills area for nearly 30 years. I'm familiar with the work of Monte Janssen and J5 Homes. I was the president of the HOA where Monte developed two houses in our cul-de-sac of five houses. His work was conscientious and professional. Monte is an honest builder and I support and trust him in his construction endeavors. I encourage you to grant the tree variance so that he can move forward and improve the property at 434 Brady Lane and enhance the neighborhood.

Feel free to contact me directly at 512 633-3899.

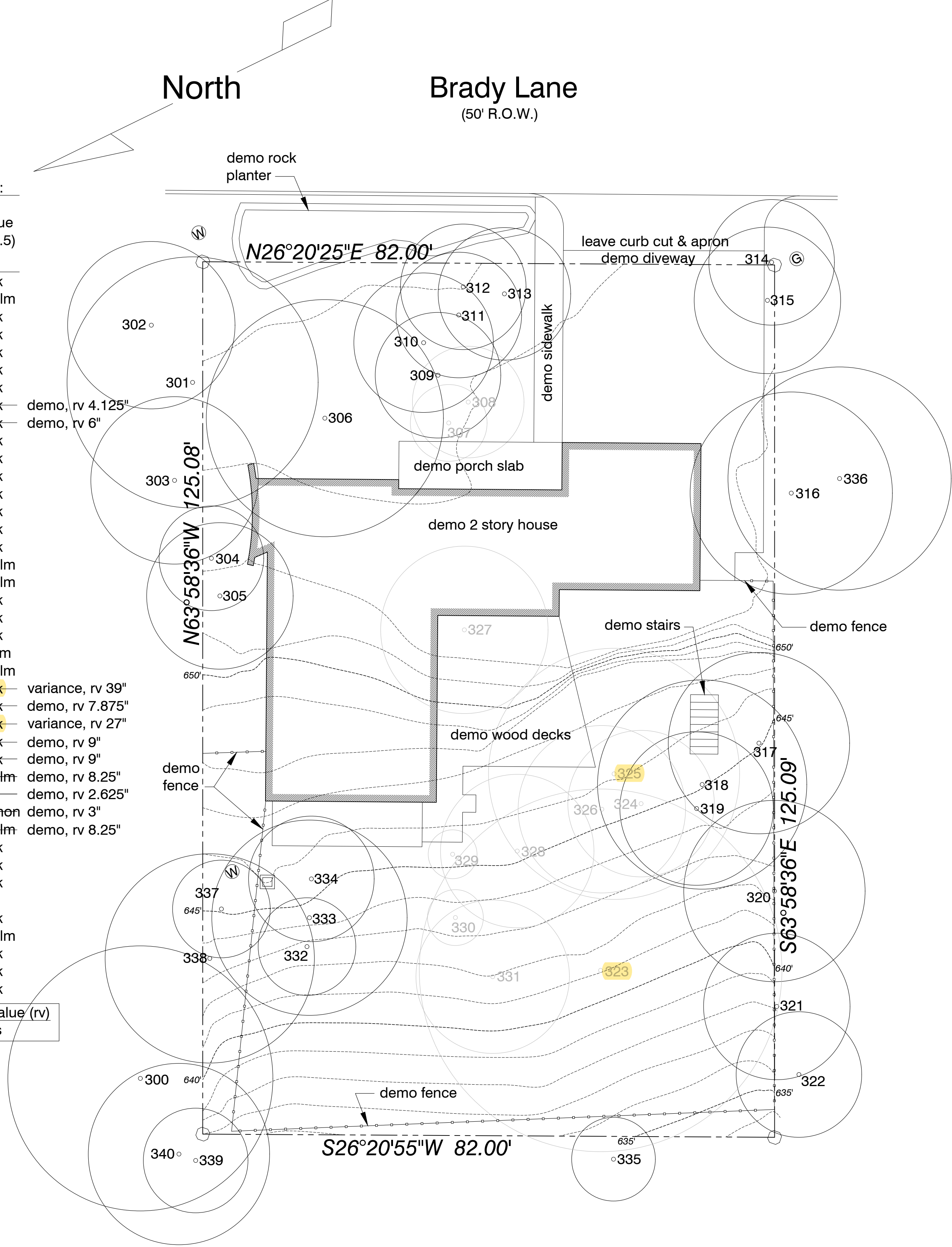
Sincerely,

A handwritten signature in black ink, appearing to be 'Bob Litschi', with a long horizontal flourish extending to the right.

Robert "Bob" Litschi



1 Proposed Site Plan
scale: 1"=10'



1 Demo Site Plan
scale: 1"=10'

Tree Schedule Notes:
demo = demolition
rv = replacement value
($< 14" = 0.75$, $> 14" = 1.5$)

Tree Schedule:		
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340	13"	Live Oak

Total Replacement Value (rv)
(124.125") 124 inches

Tree Notes:

- Concrete line pump: Wrap connections of concrete line pump with plastic to prevent concrete slurry from leaching into ground and near roots of trees.
- Concrete truck: If heavy equipment of any kind will be rolling over any area of the full CRZ of protected trees, provide 3/4" plywood over 2x4 lumber over 12" layer of mulch to bridge over the roots and prevent soil/root compaction. After construction is completed, spread mulch around site to leave a max layer of 3" within root zones.
- Provide orange construction fencing around all remaining trees - fence to be placed at a minimum of $\frac{1}{2}$ the diameter of the tree, example 16" diameter = $8' \times 12' = 96"$ (8'-0")

General Notes:

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New Single Family Construction
434 Brady Lane
West Lake Hills, Texas 78746

Michael Andrew Barber
Architects

0.0
DRAWN BY: MB
REVISION: 0
DATE: 05/08/2023





Tree 323 and Tree 325 locations in relation to the southwest corner of the property.

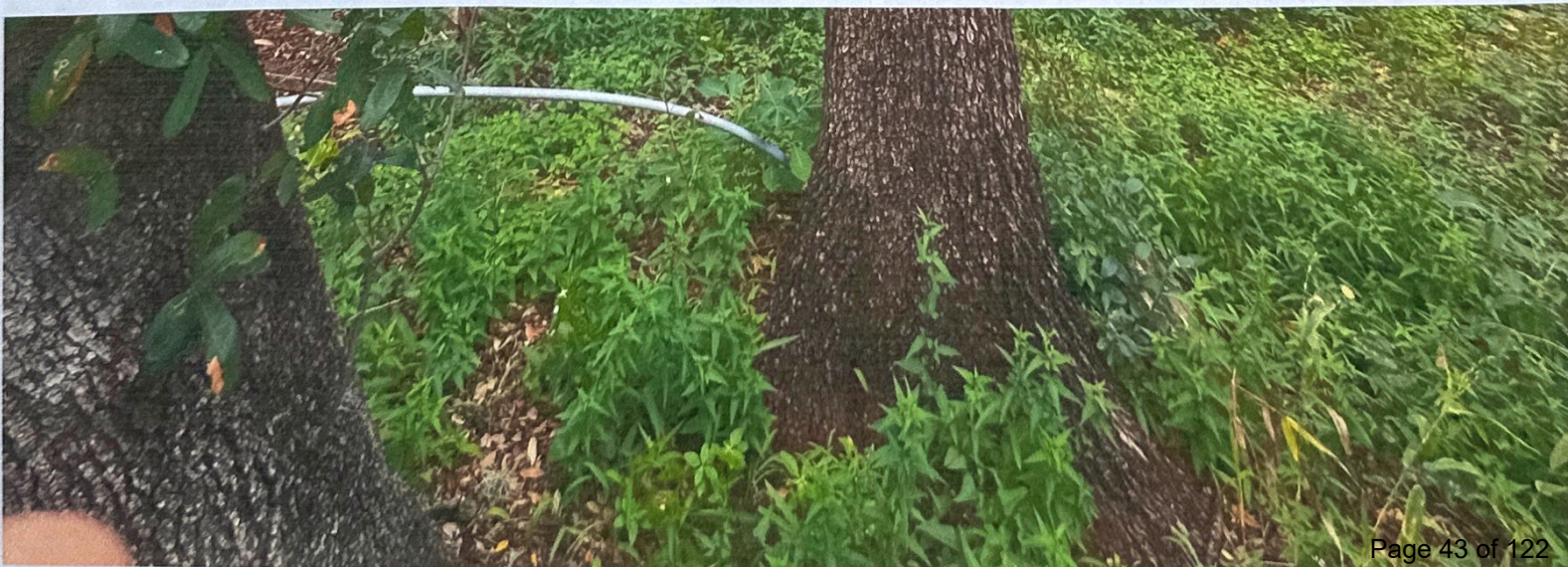


Tree 323 location in relation to the southwest corner of the property with finger pointing to the property pin.





Tree 325 location with branches extending over current deck and house.





Tree 323 location as it relates to the house behind the property.





Tree 325 in relation to current deck and house.
Tree 323 in lower corner.

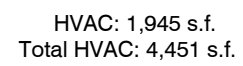


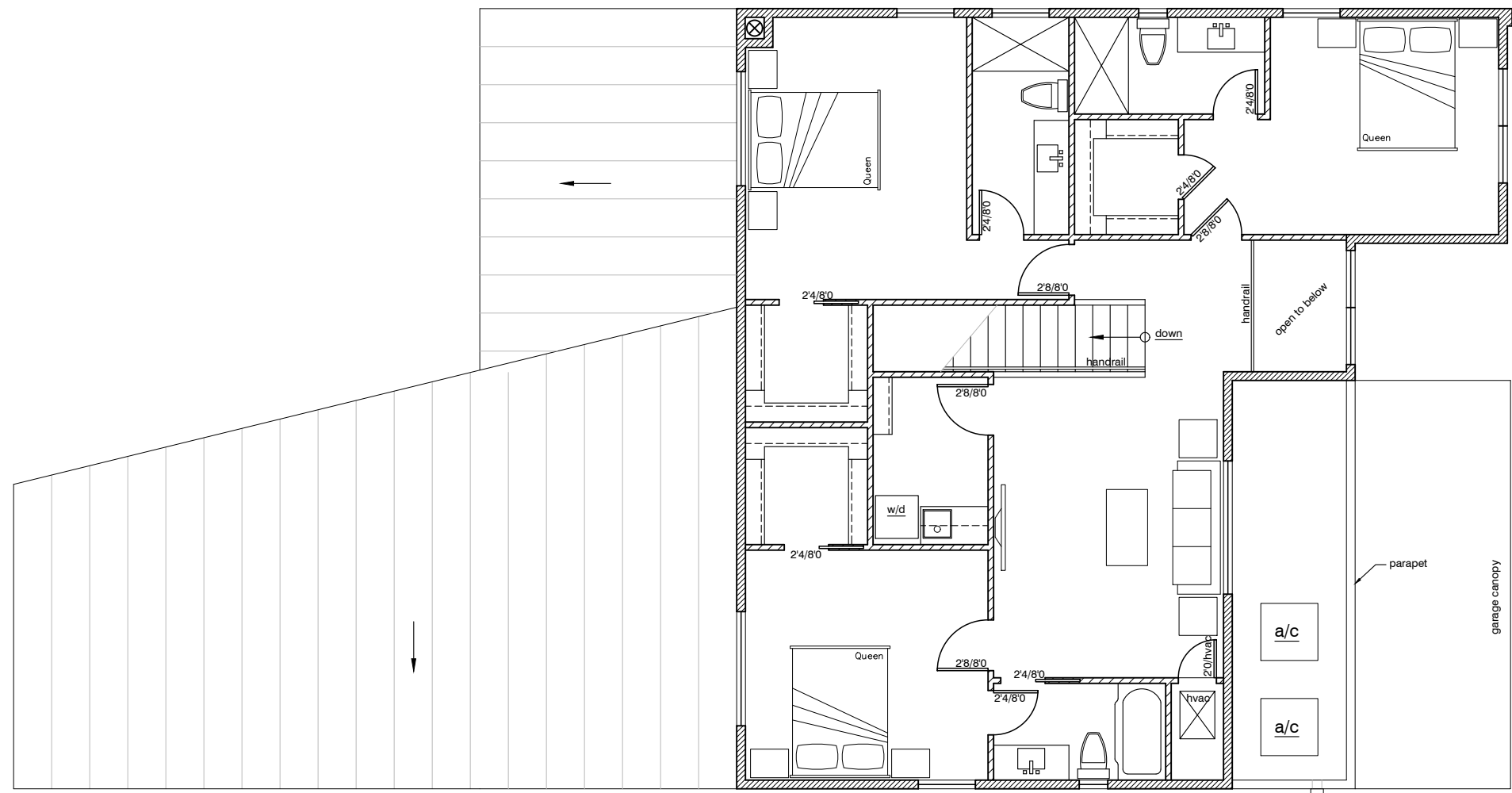
Neighbor's pool and cabana view of back of property (close up).



Neighbor's pool and cabana view of back of property (from distance).



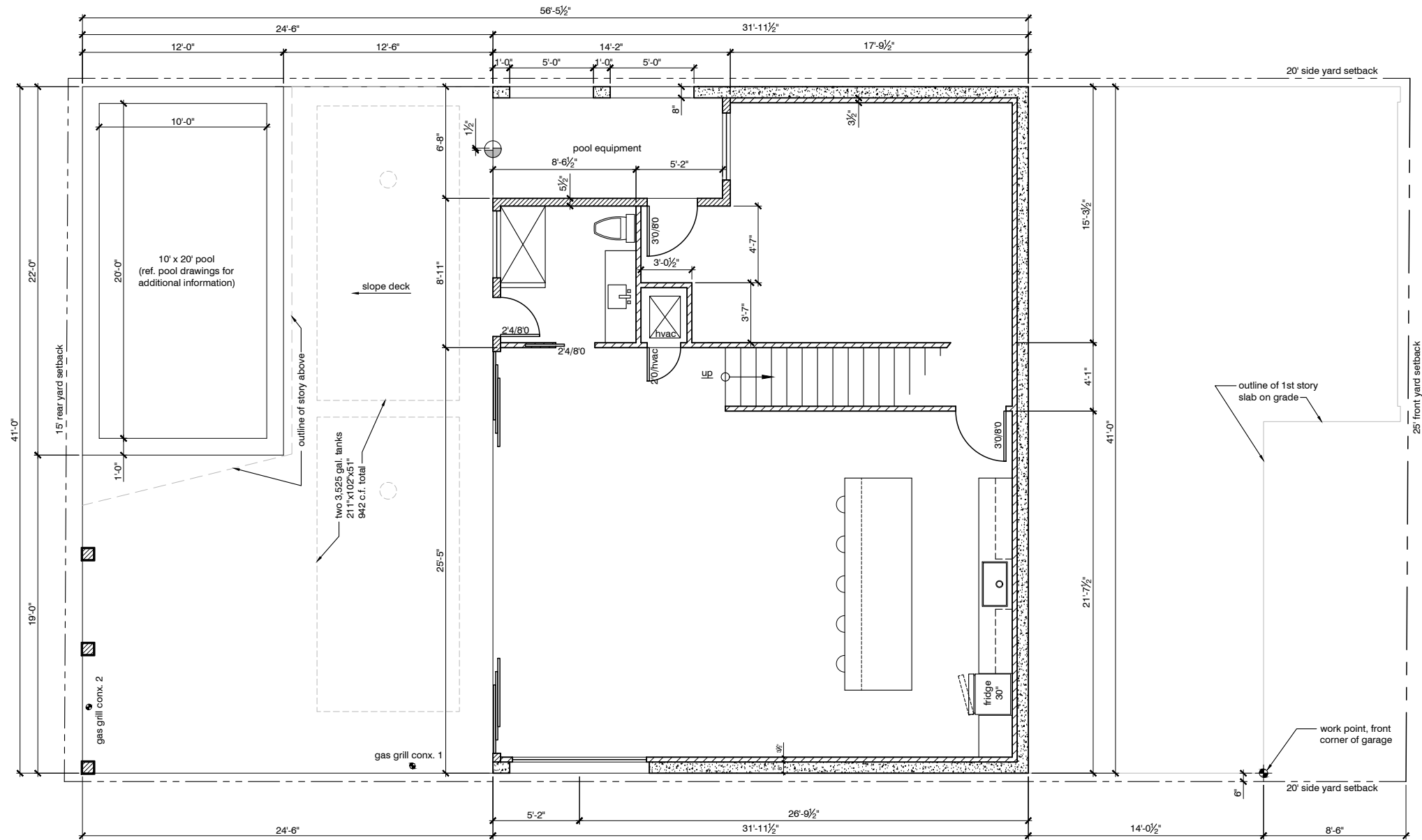




HVAC: 1,293 s.f.
Total HVAC: 4,451 s.f.

① Second Floor Plan
scale: 1/2" = 1'-0"

reference electrical layout
drawings for reflected
ceiling plans & finish notes

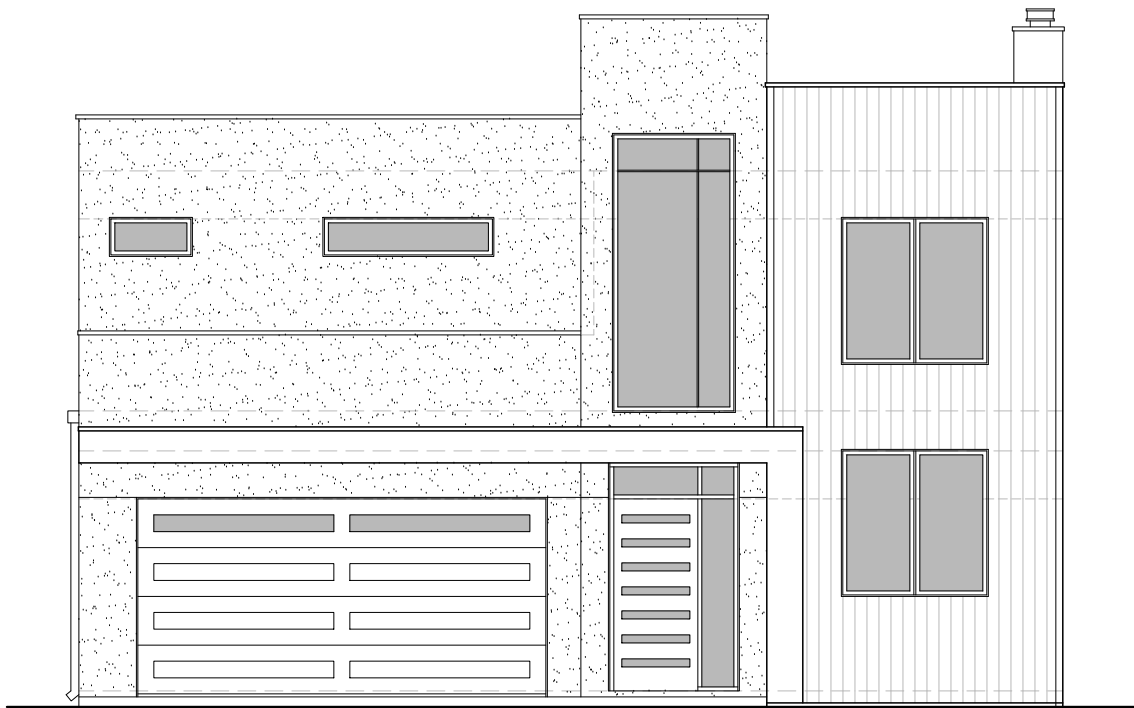


001

HVAC: 1,213 s.f.
Total HVAC: 4,451 s.f.

1 Walk-out Basement Floor Plan
scale: 1/8" = 1'-0"

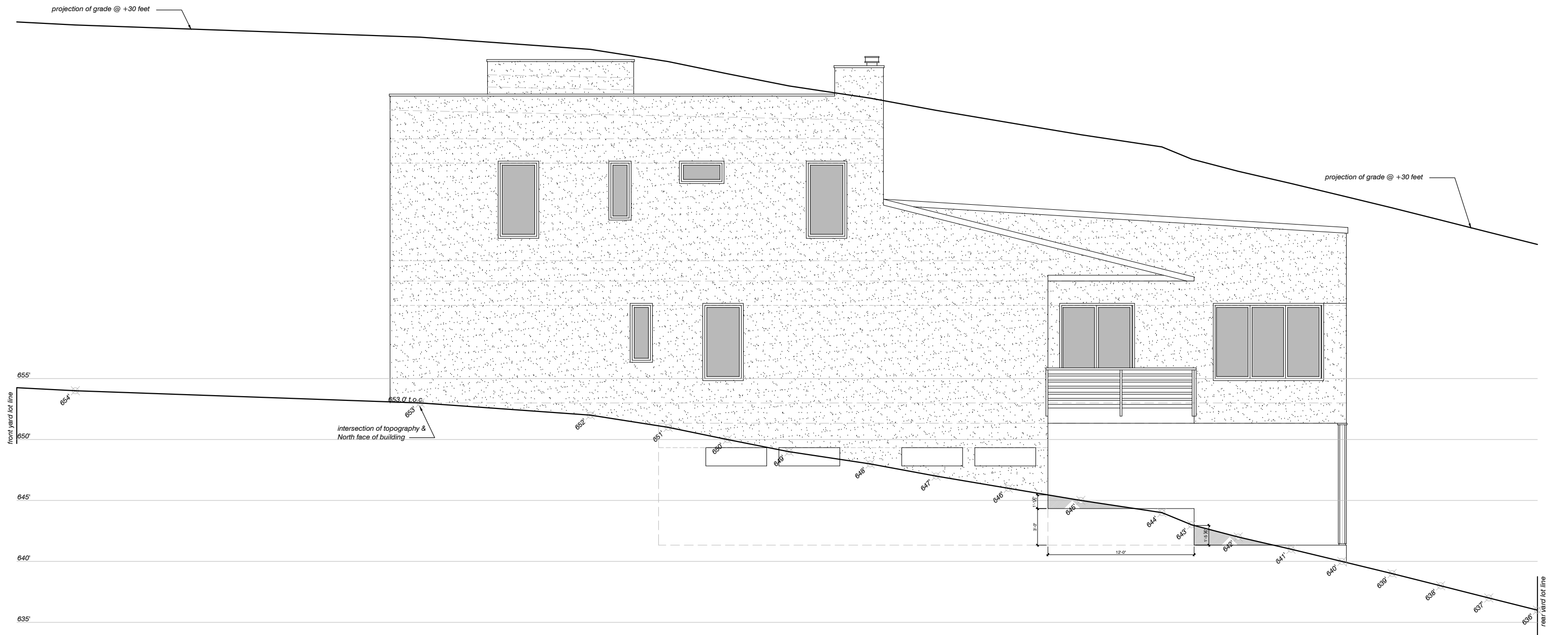
reference electrical layout
drawings for reflected
ceiling plans & finish notes



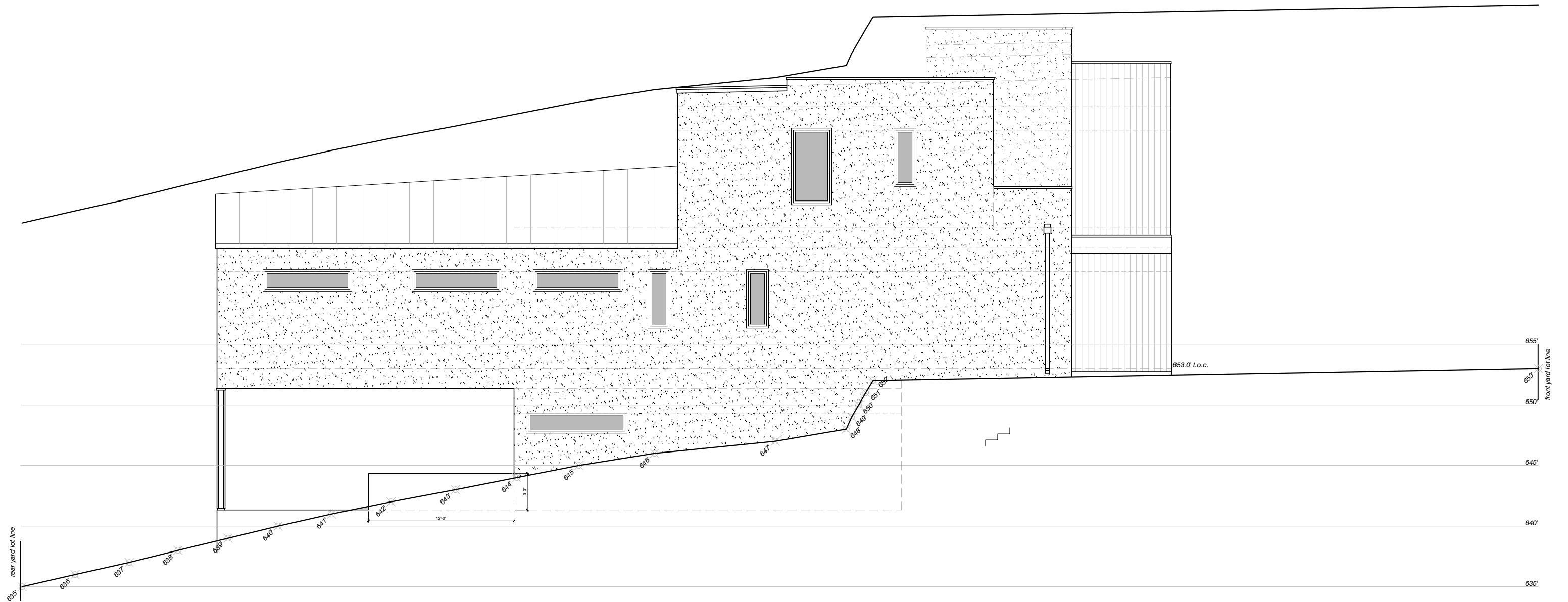
East Elevation
scale: $\frac{1}{8}" = 1'-0"$



West Elevation
scale: $\frac{1}{8}" = 1'-0"$



○ North Elevation
scale: $\frac{1}{4}" = 1'-0"$



South Elevation
scale: 1/4" = 1'-0"



City of West Lake Hills

Zoning and Planning Commission

AGENDA REPORT

Meeting Date:	November 15, 2023	Item Number:	6
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

603 Spurlock Valley: Discuss and make recommendation on a variance to the side setback for pool encroachment of 10 feet to the required 20-foot side setback (Section 22.03.275 and 22.03.281 of the West Lake Hills Code).

Applicant: Tim Kirkendall

Recommendation

Staff recommends denial of the variance request. As the property is less than 0.5 acres, it is already afforded reduced setbacks compared to the 1 acre lots in the area.

This item will be forwarded to the December 13, 2023 Board of Adjustment meeting for consideration.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Martha Farmer Allday

Legal Description: Stonehedge Estates Block G, Lot 9

Lot Size: As Surveyed - 0.465 acres (20,252 sf), on TCAD - 0.55 acres (23,958 sf)

Zoning: R-1 One Family

The properties surrounding the subject property are zoned R-1 One Family.

Background & Analysis:

The applicant is requesting a variance to encroach into the 20-foot east side set with a pool up to 10 feet from the property line (Attachment 1). The house is currently under construction for a remodel/addition to the original structure that is adding 1,205 square feet to the house footprint. The proposed site plan shows the addition of a pool to the east of the addition to the house (Attachment 2). Attachment 4 shows the location of the pool to the side of the house but does not show the front elevation view that would be facing Spurlock Valley.

The pool was not included in the drainage study reviewed with the approved residential addition permit that was approved on April 11, 2023. As permitted, the impervious cover is 24.5%, leaving 0.5% or 101.26 sf without removing existing/proposed impervious cover (Attachment 6).

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence:

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.

Development Hardships on this lot include a 37' steep grade change (16% slope), a small footprint that places 56% of the total land area within setbacks, a continuous drainage culvert at the front requiring an access easement from the western (side) property line, and building an addition to an existing structure.

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.

Our goal is to maintain the natural terrain. The lot slope provides an opportunity to build the pool in with minimal cut and fill of the existing terrain, however optimal placement encroaches on the side setback. The pool will not create additional runoff and the detention pond was sized with a future pool accounted for the additional impervious cover requirement.

3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.

The existing slope, setbacks, location of the existing house, and access easement limit other development options. The original platted subdivision had 10' side setbacks, this is the least visible location to neighboring properties and the abutting lot on the east is undeveloped and has a culvert that limits adjacent development.

4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

We are proposing a modest pool that would fit within the boundary of the original subdivision setbacks (10') and less than 250 sf of the 11,305 sf of setbacks on the lot will be impacted.

5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.

This variance will not impact the goals of the ordinance or the comprehensive plan because it is based on site specific conditions and meets the intent of the originally platted subdivision. It is also reasonable based on neighboring jurisdiction's allowing pools in setbacks and treating pools as pervious cover.

6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.

The pool is located so it is not visible to any of the adjacent developed properties. The property to the east is double the size of 603 Spurlock Valley and has yet to be developed, because it has over 50' of slope on a shallow lot.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

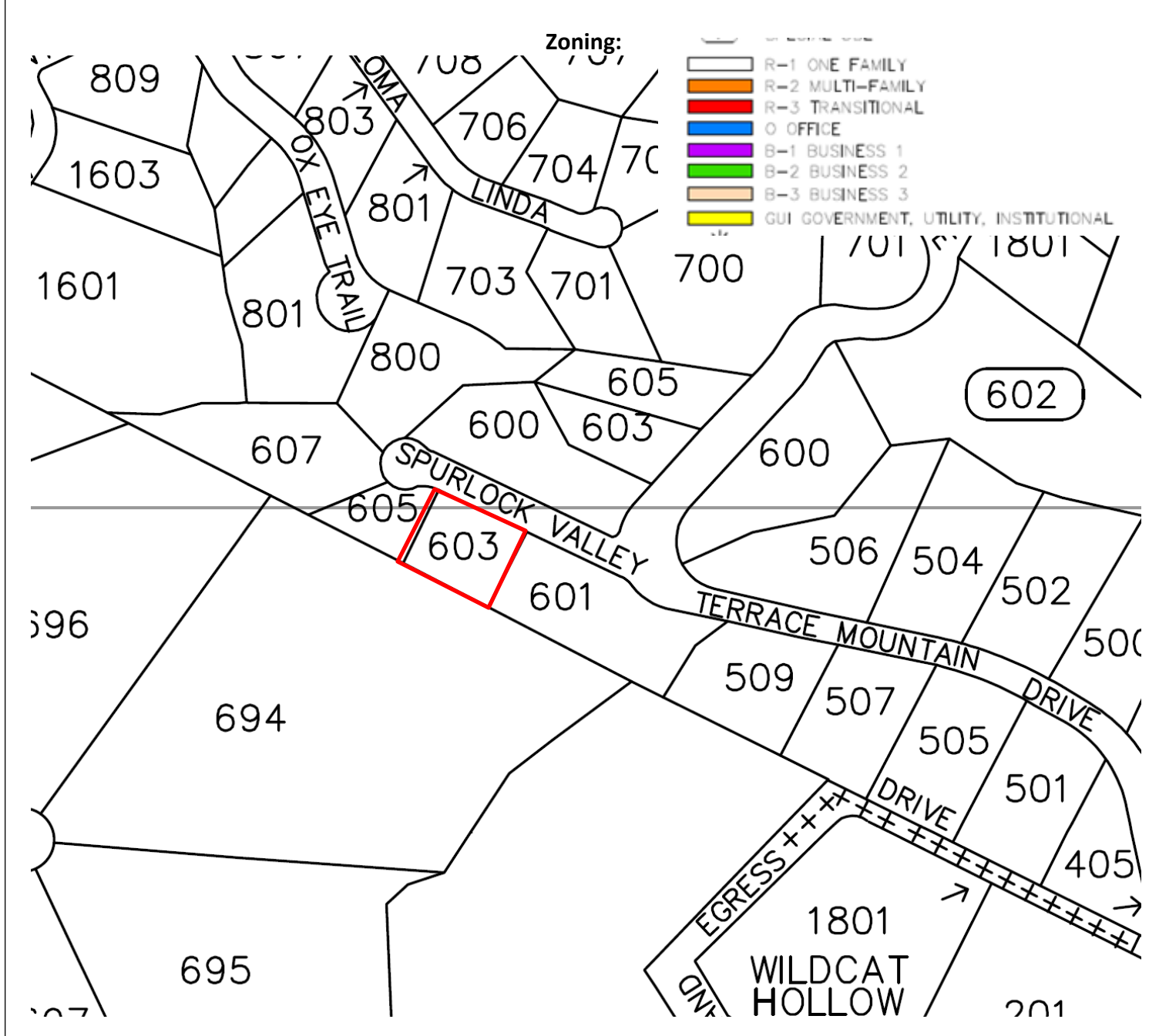
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

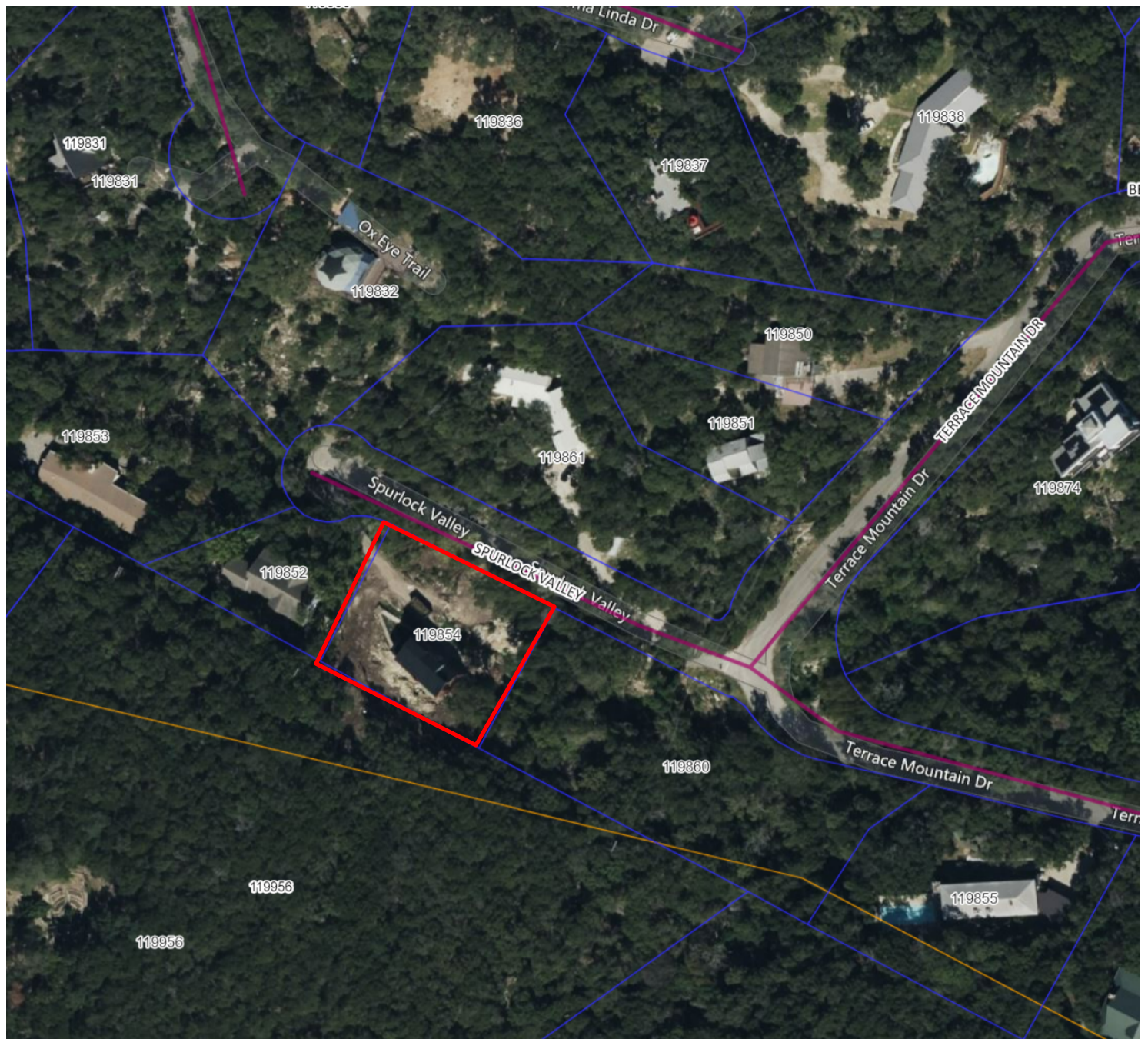
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.275 Building setback distances](#)
- [Section 22.03.281 Schedule of Regulations](#)
- [Section 38.05.031: Variances](#)
- [Section 22.03.511: Criteria and process required for granting variance](#)



Aerial:





3355 BEE CAVE RD. #303 AUSTIN TX 78746
512.447.6806 • WEISSARCHITECTURE.COM

Jennifer C. Bills, AICP, LEED AP
Director of Building and Development Services
[Email jbills@westlakehills.gov](mailto:jbills@westlakehills.gov)
Phone: [\(512\) 327-3628](tel:5123273628)

Director Bills

We appreciate the opportunity to submit this variance application to reduce the side setback for 603 Sprulock Valley from the 20' setback specified in the code (22.92.281) to the 10' setback that was outlined in the original plat. We believe this variance is supported by numerous hardships on site, will have no impact on any of the surrounding properties, and will not set a precedent based on unique site conditions.

603 Sprulock Valley was platted in 1967 and the original structure, built in 1972, is currently being renovated with an addition and a new garage replacing the existing free standing garage. The owners would like to add a pool, but the existing conditions on site do not allow for one within the city specified setbacks. However, we believe that development hardships combined with a sensitive approach to situating the pool will minimize any potential impacts this variance may cause.

Development Hardships on this lot include a 37' steep grade change (16% slope), a small footprint that places 56% of the total land area within setbacks, a continuous drainage culvert at the front requiring an access easement from the western (side) property line, and building an addition to an existing structure

The existing slope, setbacks, location of the existing house, and access easement limit other development options. The original platted subdivision had 10' side setbacks, where the pool is being proposed is the least visible location to neighboring properties and the abutting lot on the east is undeveloped and has a culvert that limits adjacent development

We are proposing a modest pool that would fit within the boundary of the original subdivision setbacks (10') and less than 250 sf of the 11,305 sf of setbacks on the lot will be impacted

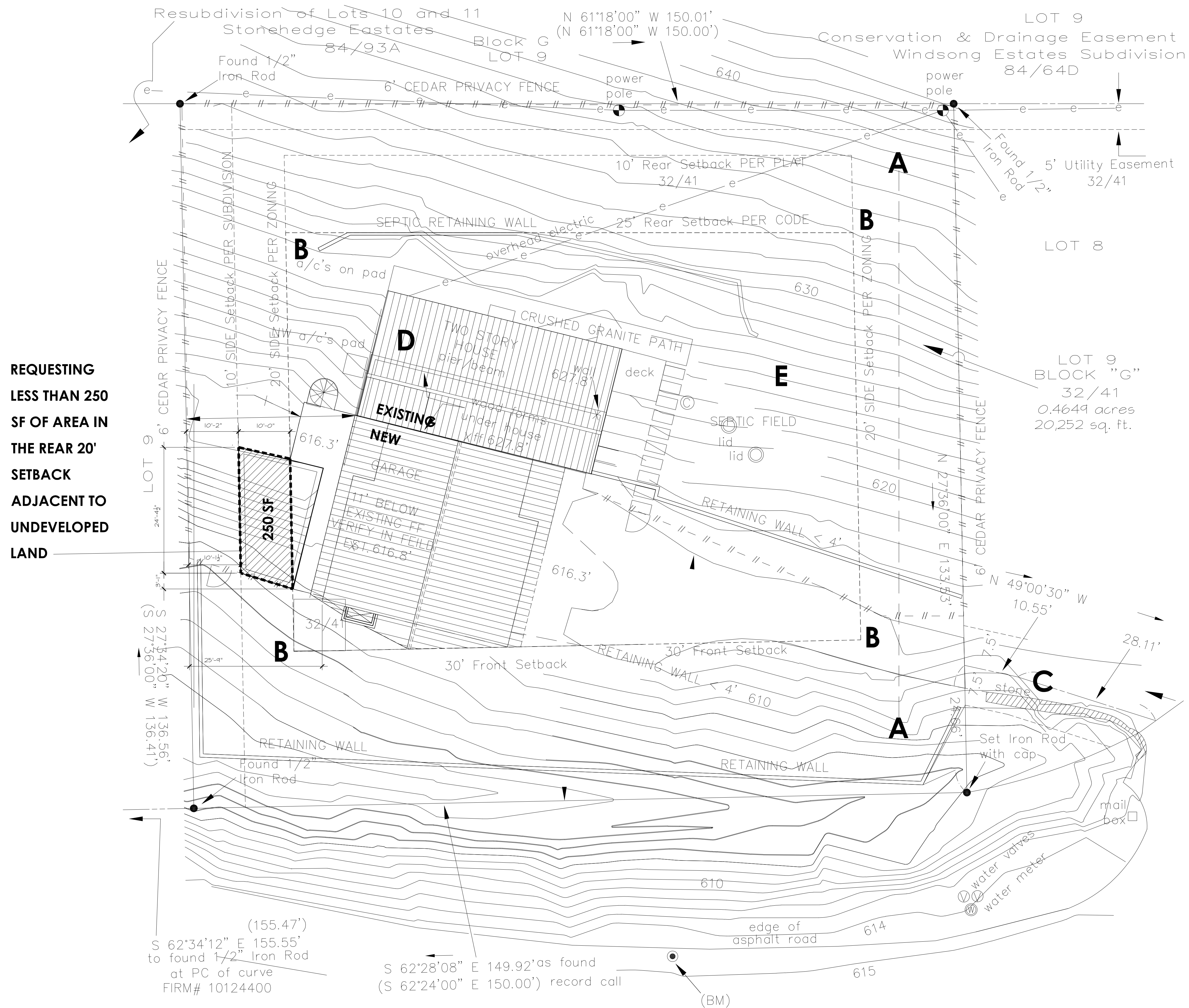
Attached are all of the submittal requirements as well as some photographs of the existing conditions.

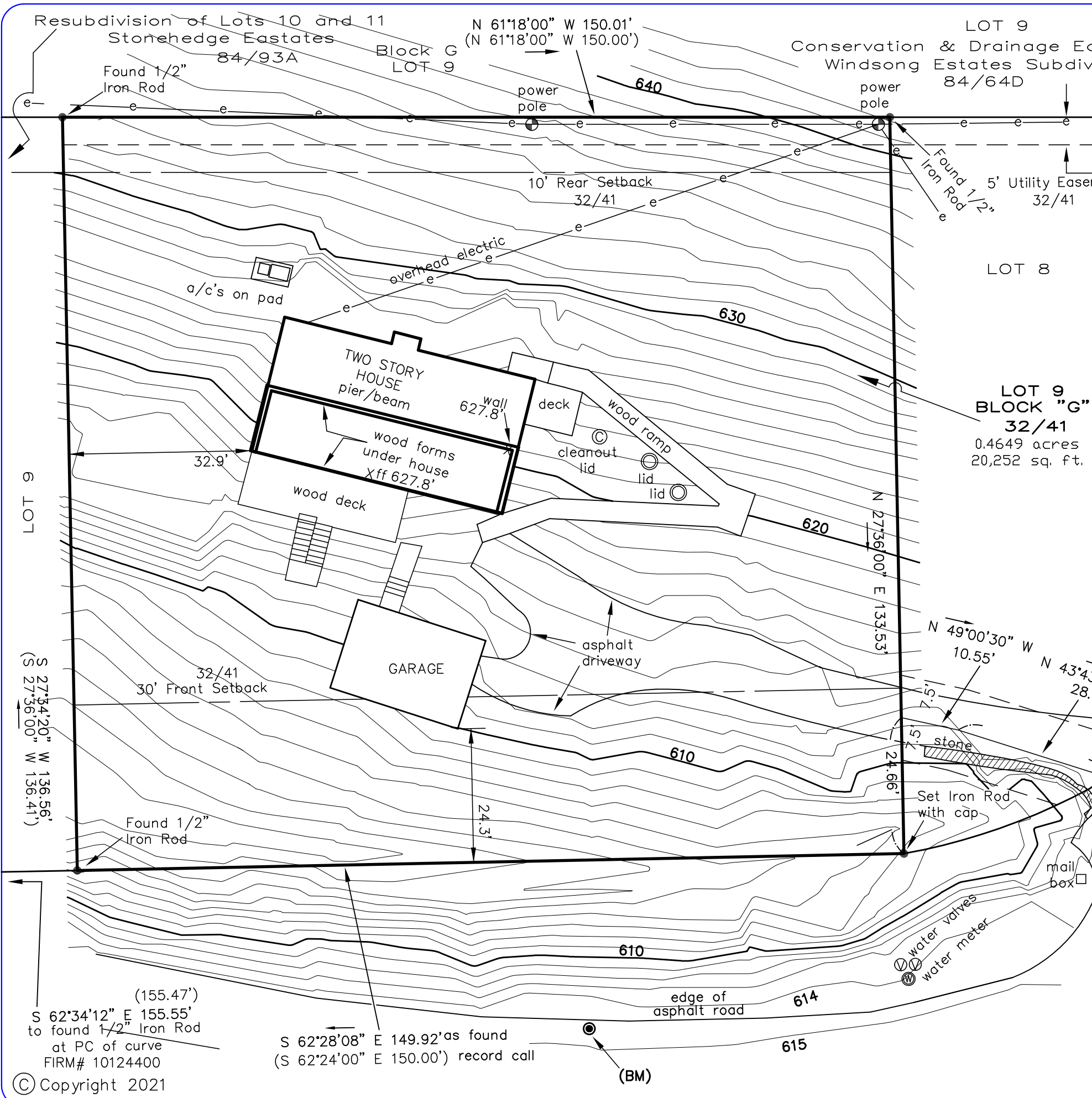
Thank you for your consideration and please reach out if you have any questions at 512-924-0433

Richard Weiss AIA
Weiss Architecture Inc









Waterloo Surveyors A0180TT
SURVEY PLAT
TOPOGRAPHIC & FORM SURVEY

State of Texas:
County of Travis:

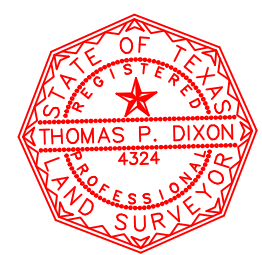
The undersigned does hereby certify that this survey was this day made on the property legally described hereon and is correct, and this survey substantially complies with the current Texas Society of Professional Surveyors Standards and Specifications for a Category 15TH Condition II Survey. Dated this the 1B,3,6 day of NOVEMBER, 2021,

And I certify that the property shown hereon IS NOT within a special flood hazard area as identified by the Federal Insurance Adm. Department of HUD Flood hazard boundary map revised as per Map Number: 48453C0445K
Zone: X
Dated: 01/22/2020

NOTE:
SEE SHEET TWO (2) FOR TREE SURVEY

ADDRESS:
603 SPURLOCK VALLEY, 78746
LEGAL DESCRIPTION:
LOT NONE (9), STONEHEDGE ESTATES, BLOCK "G", A SUBDIVISION IN TRAVIS COUNTY, TEXAS ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 32, PAGE 41, PLAT RECORDS, TRAVIS COUNTY, TEXAS, TOGETHER WITH INGRESS/EGRESS EASEMENT ACROSS LOT EIGHT (8), BEING MORE PARTICULARLY DESCRIBED IN DEED RECORDED IN VOLUME 11166, PAGE 1148, DEED RECORDS, TRAVIS COUNTY, TEXAS.


Thomas P. Dixon R.P.L.S. 4324



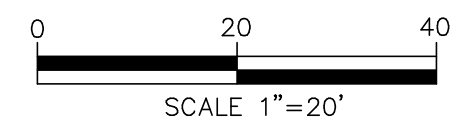
(BM)
BENCH MARK
SET SPINDLE
ELEVATION 614.8'
NAVD88

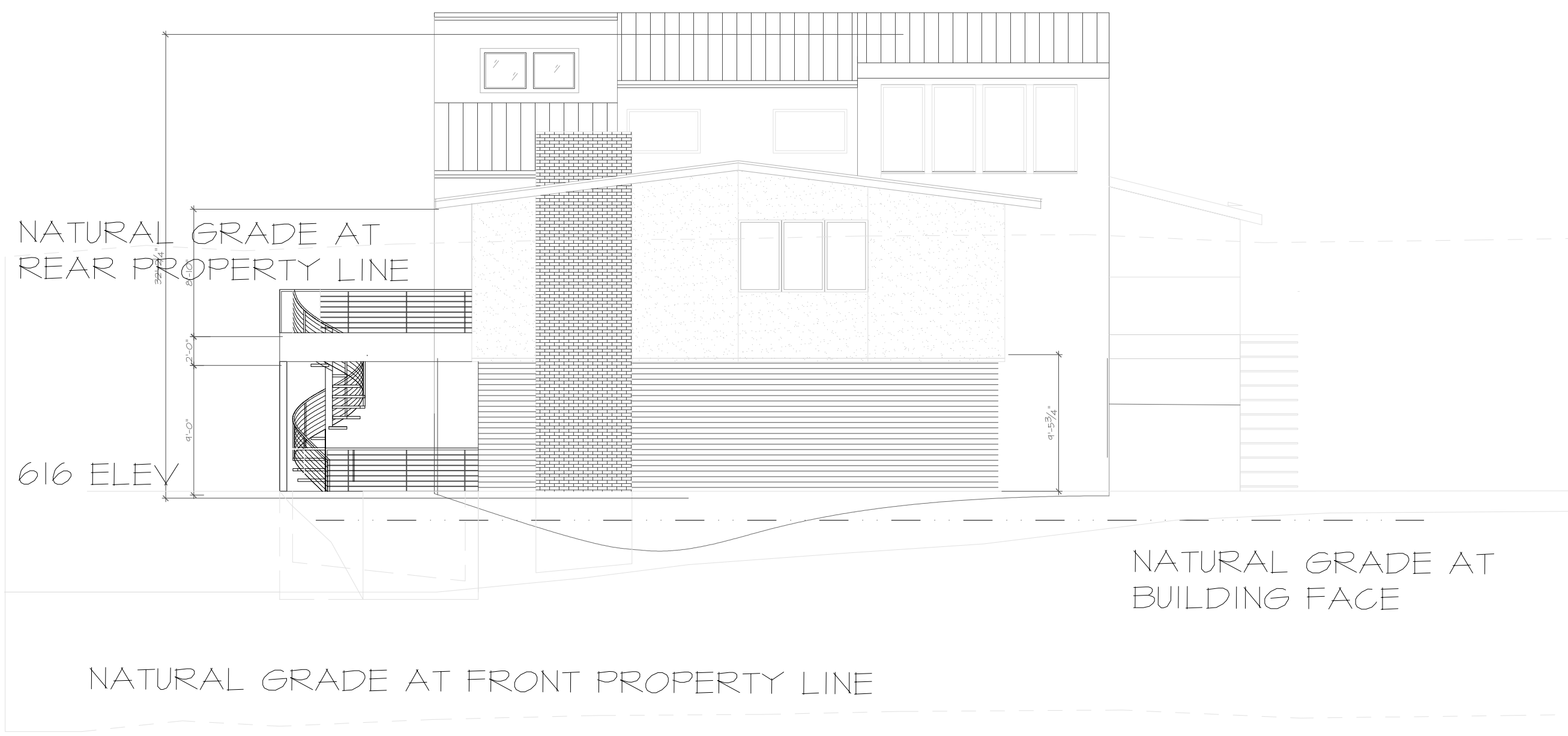
FINISHED FLOOR ff

NOTE:
THE ELEVATIONS SHOWN HEREON ARE NAVD88, BASED ON LOCAL NETWORK GPS OBSERVATION.

NOTE:
THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND OTHER EASEMENTS, RESTRICTIONS AND CONDITIONS MAY APPLY

Spurlock Valley

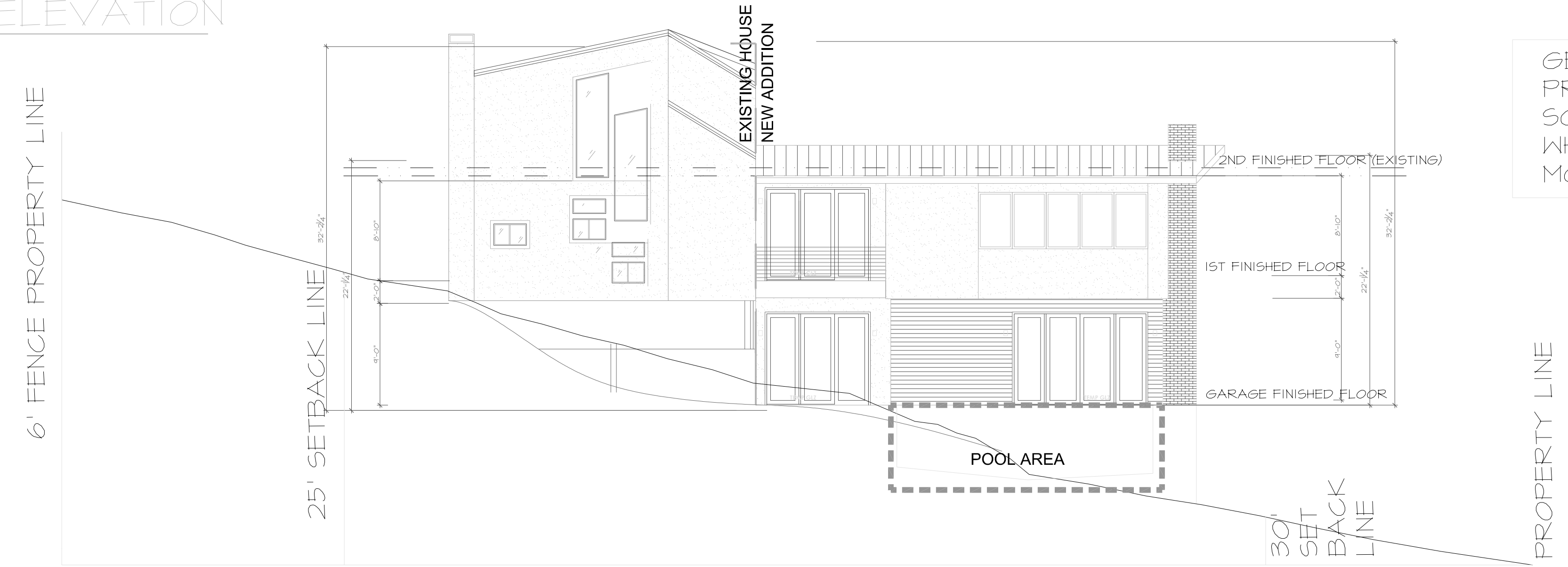




A NORTH ELEVATION



B SOUTH ELEVATION



C EAST ELEVATION



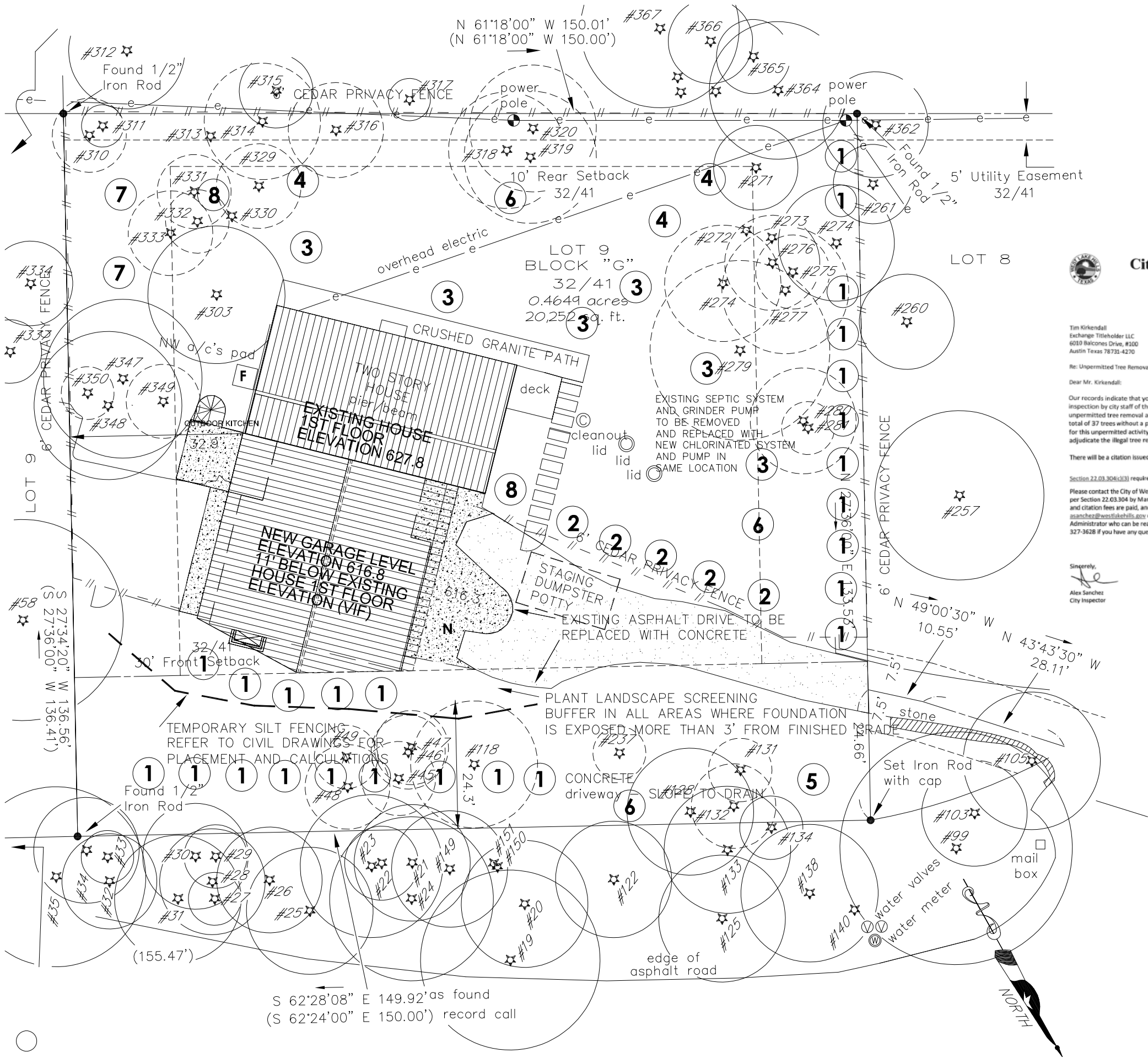
D WEST ELEVATION

GENERAL NOTE
PROVIDE LANDSCAPE
SCREENING IN ALL LOCATIONS
WHERE FOUNDATION IS VISIBLE
MORE THAN 3'

REV. #	DATE	DESCRIPTION
	09/01/23	VARIANCE SUBMITTAL

JOB NO. C2105
DRAWN BY RW

SHEET NAME
SHEET NUMBER



City of West Lake Hills

911 Westlake Drive
West Lake Hills, TX 78746
(512) 327-3628 www.westlakehills.org

February 10, 2023

Tim Kirkendall
Exchange Titleholder LLC
6010 Balcones Drive, #300
Austin Texas 78731-4270

Re: Unpermitted Tree Removal at 603 Spurlock Valley

Dear Mr. Kirkendall:

Our records indicate that you are the owner of the above referenced property. A site inspection by city staff of the City of West Lake Hills has confirmed a total of 277.5 inches, unpermitted tree removal and violations from your property. This included the removal of a total of 37 trees without a permit. This letter is to inform you that you are receiving citations for this unpermitted activity and the citations will be handled by the Municipal Court to adjudicate the illegal tree removal and penalties associated with the tree removal.

There will be a citation issued for each tree that was removed without proper approval.

Section 22.03.304(c)(3) requires 100% replacement for trees removed without proper permits.

Please contact the City of West Lake Hills and submit a tree replacement plan for the inches owed, per Section 22.03.304 by March 10, 2023. We will not release the stop work order until the penalty and citation fees are paid, and the landscape plan is approved. I can be reached by email at asanchez@westlakehills.gov or by phone (512) 610-6836 as well as Ashby Grundman, Assistant City Administrator who can be reached by email grundman@westlakehills.gov or by phone at (512) 327-3628 if you have any questions.

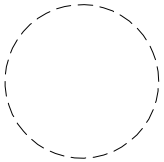
Sincerely,

Alex Sanchez
City Inspector

TREE NOTES

CITY OF WESTLAKE TYPE II NOTES ARE LOCATED ON SHEET2 OF THE CIVIL ENGINEERING DRAWINGS- TYPE II DEVELOPMENT PERMIT PLANS

REMOVED TREES HAVE BEEN INDICATED WITH A DASHED LINE



VEGETATION IS BEING ADDED TO SCREEN THE FOUNDATION IN ALL LOCATIONS WHERE THE FOUNDATION IS VISIBLE FOR MORE THAN 3' ABOVE GRADE

PER THE CITY OF WESTLAKE HILLS CORRESPONDENCE DATED FEB 10, 2023 FROM ALEX SANCHEZ, THE TREE MITIGATION PLAN MUST INCLUDE 277.5 CALIPER INCHES EACH NEW TREE WILL BE PLANTED AT 6 CALIPER INCHES

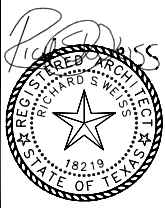
TREE TYPES AND QUANTITIES ARE AS FOLLOWS

TREE SPECIES	CALIPER INCHES
1 (25) THUJA GREEN GIANT @ 6" PER	150
2 (5) YOSHINO CHERRY TREE @ 6" PER	30
3 (6) CHEROKEE CHIEF DOGWOOD @ 6" PER	36
4 (3) GREEN MOUNTAIN SUGAR MAPLE @ 6" PER	18
5 (1) OCTOBER GLORY RED MAPLE @ 6" PER	6
6 (3) GINKGO TREE @ 6" PER	18
7 (2) CHEROKEE CHIEF DOGWOOD @ 6" PER	12
8 (2) WISTERIA @ 6" PER	12
TOTAL	282
TOTAL NEW CALIPER INCHES	182
TOTAL REQUIRED	277.5

STAGING DUMPSTER AND PORT-A-POTTY TO BE LOCATED



WEISS ARCHITECTURE
3355 BEE CAVE RD
STUDIO # 303
AUSTIN TX 78746
(512) 447-6806 TEL
WEISSARC.COM



20 FEB 2023

603 SPURLOCK VALLEY
WEST LAKE HILL TEXAS 78746

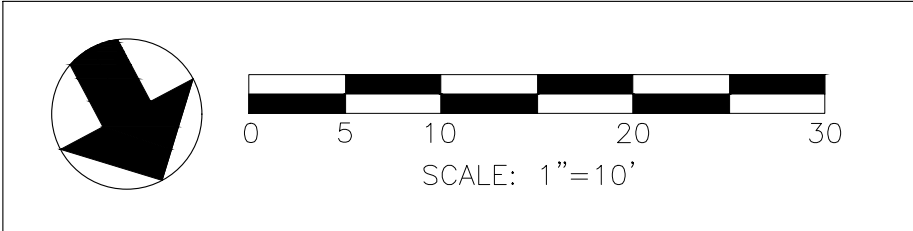
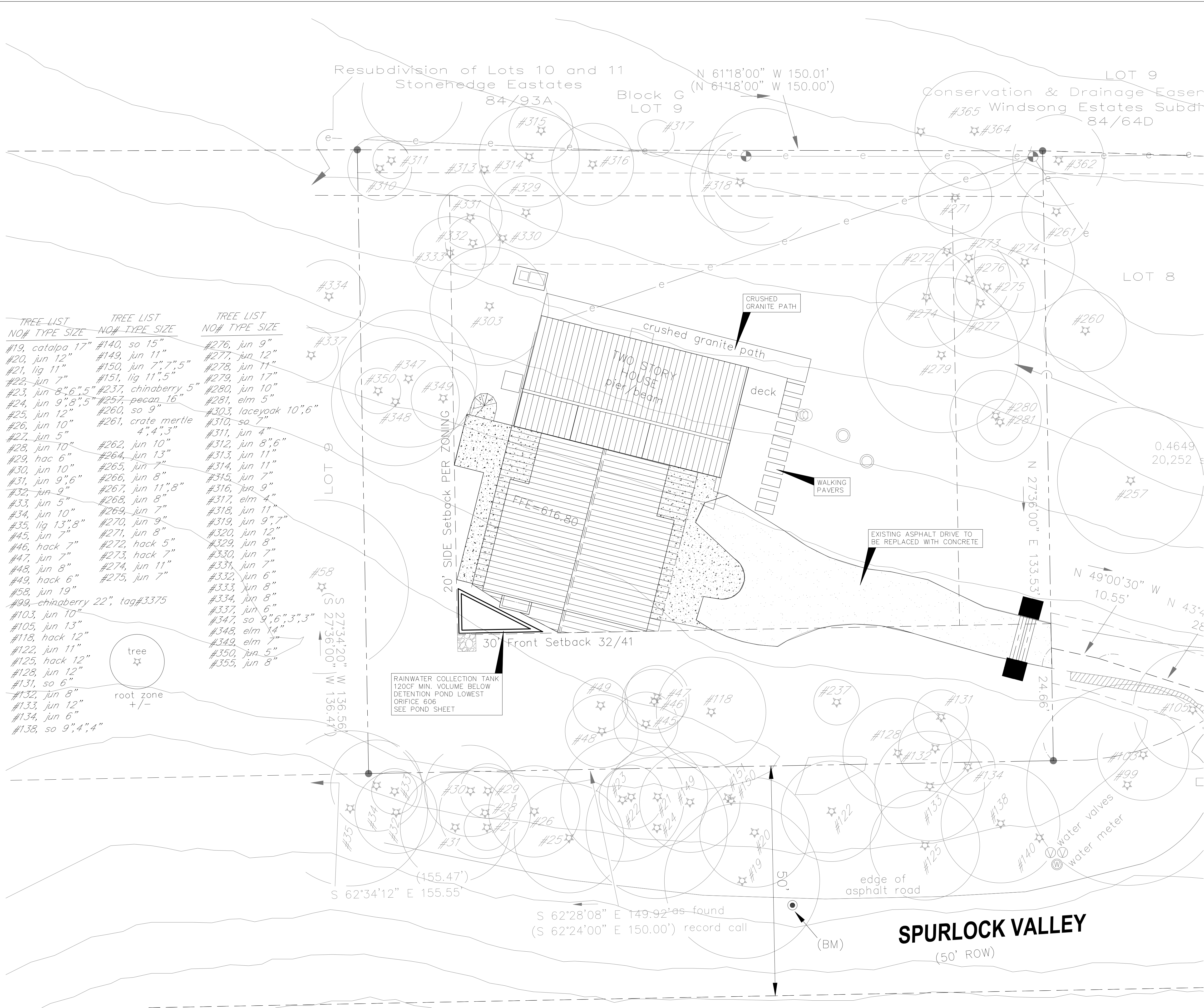
This document, whether in hard copy or digital form, is copyrighted and an instrument of services in respect to the project for which it was proposed. The document is not intended or authorized for use by any party on any other project. Any reuse including copying and/or modifying the document without written permission from Weiss Architecture, Inc. for the specific purpose intended is a violation of Federal Copyright law.

REV. #	DATE	DESCRIPTION
1	01/28/22	CLIENT REVIEW
2	03/15/22	75% DD CHECK SET
3	03/23/22	100% DD CHECK SET
4	06/10/22	100% PERMIT SET
5	11/10/22	PERMIT RESPONSE SET
6	02/22/23	PERMIT RESPONSE SET #2

JOB NO. C2105
DRAWN BY RW

SHEET NAME
TREE PLAN
SHEET NUMBER

AS1.2



LEGEND		
---	BOUNDARY / RIGHT OF WAY	
---	EASEMENT	
---	ADJOINER	

Total Site Area:			20,252	
Ex. IC Areas			SF	% of Site
House			1585	7.8%
Driveway			1177	5.8%
Deck, ramps, steps			430	2.1%
PreDeveloped IC:			3192	15.8%
Prop. IC Areas				
House			2790	13.8%
Driveway			1447	7.1%
Patio, Sidewalks, paved areas, p			734	3.6%
Post-Development IC:			4971	24.5%
Net Incease of Impervious			1779	8.8%

Roof Area Deduction	960	4.7%
Net Impervious*	4011	19.8%
*with rainwater harvest imperious cover deduction		

RAINWATER COLLECTION CALC'S		
Roof Capture Area	960	SF
Required Capture Depth	1.5	IN
Required Capture Volume	120	CF
	898	GAL
Provided Storage Volume	120.0	CF
	898	GAL

- NOTES
1. ALL DOWNSPOUTS SHALL BE HARD PIPED TO RAINWATER COLLECTION TANK.
- O&M MAINTENANCE REQUIREMENTS AND SCHEDULE
- FOR DETENTION PONDS:
- INSPECT POND AFTER INTENSE RAINFALLS AND ON A REGULAR BASIS FOR THE FOLLOWING:
1. INSPECT THE ENTIRE POND INCLUDING THE WEIR AND DRAINAGE OUTLET PIPES FOR ACCUMULATED SEDIMENT, PAPER, TRASH, AND DEBRIS AND REMOVE AS NEEDED.
2. INSPECT POND FOR BARE SOIL AND REVEGETATE AS NEEDED.
3. MAINTAIN VEGETATION TO PREVENT HEIGHT FROM EXCEEDING EIGHTEEN (18) INCHES.
4. MEASURE DEPTH AND WIDTHS OF POND AND RESHAPE POND AS NECESSARY TO MAINTAIN SHAPE PER
- APPROVED DRAINAGE PLAN. NOTE: OVERTIME, THE POND WILL ACCUMULATE SEDIMENT, LAWN CLIPPINGS, AND LEAVES THAT WILL BUILD UP AND VOLUME WILL BE LOST IF NOT MAINTAINED AND RESHAPED AS NEEDED.
5. INSPECT POND FOR SIGNS OF EROSION OR ANY SHIFTING, COLLAPSING, OR DETERMINATION OF THE POND BERM, OUTLET PIPES, AND WEIRS AND RESTORE TO APPROVED DRAINAGE PLAN DESIGN.

IRRIGATION SYSTEM SPECIFICATIONS

IRRIGATION SYSTEM SHALL BE DESIGNED TO EMPTY RAINWATER COLLECTION VOLUME WITHIN 7 DAYS FROM END OF RAIN EVENT. IRRIGATION SHALL BE DELAYED A MINIMUM OF 12 HOURS FROM END OF RAIN EVENT. IRRIGATION DESIGNER SHALL PROVIDE FOR PUMP, CONTROLLER AND PIPING/NOZZLES TO MEET THESE REQUIREMENTS.



CAUTION:
CONTRACTOR TO VERIFY ALL EXISTING UTILITIES VERTICALLY AND HORIZONTALLY PRIOR TO CONSTRUCTION. CONTRACTOR TO NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.

TCMBENGINEERING
Together Collaboration Moves Business
BOB.D@TCMB.ENGINEERING
440-708-4121

TCMB ENGINEERING, LLC
2704 Firecrest Dr. Austin TX 78704
F-21921

TYPE II DEVELOPMENT PERMIT PLANS
603 SPURLOCK VALLEY
WEST LAKE HILLS, TX 78746

STATE OF TEXAS
REGISTERED PROFESSIONAL ENGINEER
ROBERT M. DEMYAN
123628
FIRM REG. # F-21921

DATE: 3/28/2023
DRAWN BY:
DESIGNER: BD
REVIEWER:
PROJECT No.: 1044-001

SHT 5 OF 11



City of West Lake Hills

Zoning and Planning Commission

AGENDA REPORT

Meeting Date:	November 15, 2023	Item Number:	7
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

499 Rocky River: Discuss and make recommendations on variances to the front yard setbacks and to allow a second driveway (Section 22.03.275 and 22.03.175 of the West Lake Hills Code).

Applicant: Aaron McIntyre, Munir Group

Recommendation

Staff recommends approval of the variance for the front setback, as the application of two front yard setbacks presents a hardship to the buildable area as the lot width is less than the code currently requires.

Staff recommends denial of the variance for the second driveway.

This item will be forwarded to the December 13, 2023 Board of Adjustment meeting for consideration.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Munir Group, LC

Legal Description: Joe Smith Resubdivision, Block B, Lot 1

Lot Size: 0.623 acres (27,140 sf)

Zoning: R-1 One-Family Residential

The properties surrounding the subject property are zoned as R-1 One Family Residential.

Background & Analysis:

The applicant is requesting two variances (Attachment 1). The first is to allow the front yard setback along Rocky River Road to be reduced from 50 feet to 30 feet. The lot is a corner lot with frontage along Rocky River Road and Reveille Road. The code treats all street frontages as front yards. The current code requires R-1 lots to have a minimum depth and width of 150 feet. The existing lot is 115 wide by 268 feet deep. With a 50 setback along Rocky River Road and a 30-foot rear lot line, the buildable area is 35 feet wide (Attachment 3).

A variance for the Rocky River Road front yard setback was previously approved by the Board of Adjustment on March 9, 2022. Building plans were submitted and approved for construction on March 29, 2023. After the plans were approved the lot was acquired by new owners that plan to submit new building plans. Variances expire after one year if not acted upon, so starting with a new project requires a new variance.

The applicant has requested a driveway variance to allow two driveway accesses, one from Reveille Road and one from Rocky River. This was not a variance that was previously considered or approved. The previous plans reviewed and approved for this site included one driveway. Given the close proximity of both driveways to the intersection of the streets, having two driveways is inadvisable.

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence (Attachment 2):

1. *The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.*

The configuration of this corner lot only partially fronts two roadways, but it is assigned two front yard setbacks which is overly burdensome. Its frontage with Rocky River is a segment of the lot line, the majority of which is shared with the oddly shaped neighboring lot at 501 Rocky River. The 50ft setback along this lot line is excessive and unfairly limits 25% of the lot. If the existing setbacks were applied to this lot, the buildable area is reduced by almost 80% and is too small to build a home of adequate size for this neighborhood. Additionally, 5 large oaks will be preserved if the house utilizes the buildable area in the area of the setback reduction. Secondly, both streets creating this corner lot are too narrow to allow off-street parking. For safety reasons, a second Grasscrete entrance off Reveille is needed to get cars off the street so as to not impede traffic flow.

2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*

The setback reductions do not affect the existing flora or natural terrain in any way.

3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*

Due to the limited buildable area of the lot and the existing trees, design options are very limited. We have submitted a proposed design that strategically avoids the trees and only requires the change from 50ft to 30 ft on the Rocky River frontage setback.

4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*

The proposed design makes the best use of the space allotted by the existing trees and requests the least amount of approvals for the setback reduction, considering 1 front setback will be complied with and the other front setback was approved for the home previously built on the lot.

5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*

The configuration of this corner lot is a special circumstance creating two front yards. The lot's partial frontage of rocky River is insignificant compared to the length of that lot line that is shared with the neighboring property. The reduction we are requesting to 30ft was previously approved. The proposed variance maintains the intent of the previously approved plan and zoning compliance.

6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*

The changes proposed essentially maintain the setbacks and buildable area of the previous home. The neighbors, therefore, will enjoy the same impact that they always have.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

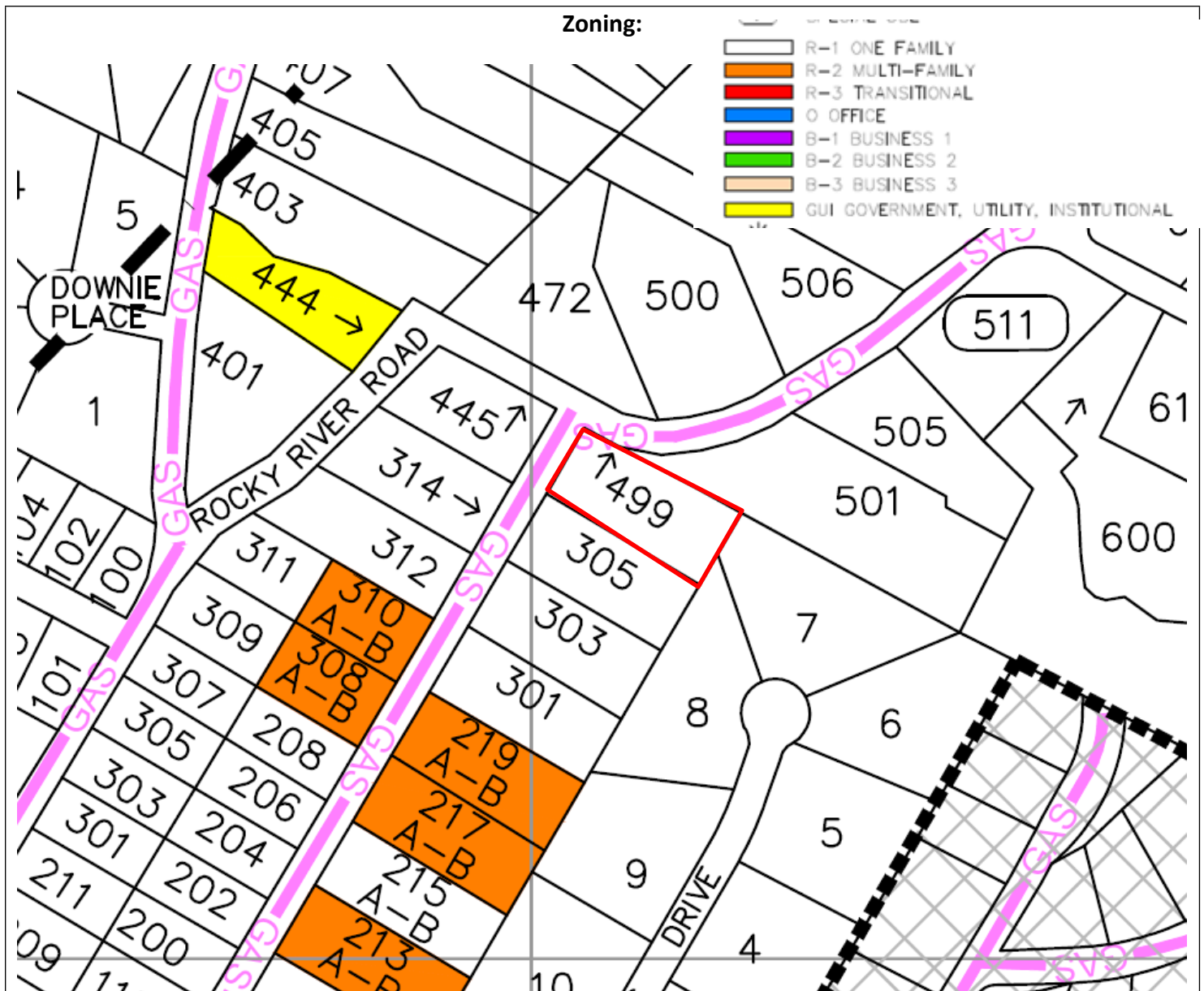
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

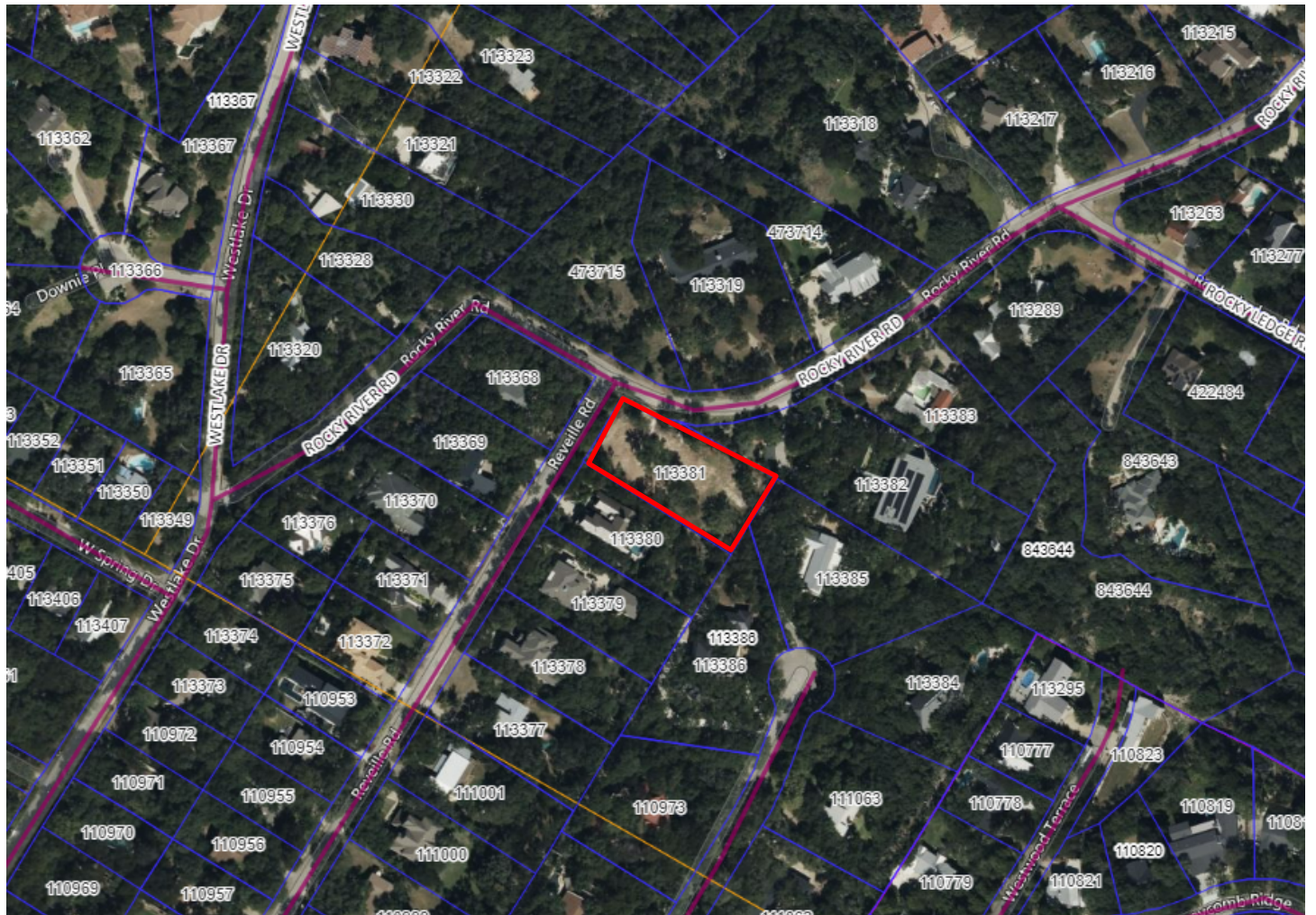
The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.275 Building setback distances](#)
- [Section 22.03.175\(e\)\(2\) Off-street parking and parking pad requirements in residential areas.](#)
- [Section 22.03.281 Schedule of Regulations](#)
- [Section 38.05.031: Variances](#)
- [Section 22.03.511: Criteria and process required for granting variance](#)



Aerial:



Director Meisel

We appreciate the opportunity to submit this variance application to reduce the left side setback for 499 Rocky River from 50' to 30' to match that of the precedent set by the previous house and previously granted variance which has since expired in March 2023. 499 Rocky River is a corner lot and thus has two "fronts". The setback in question is on the Rocky River side. The proposed construction of a new residence is within the footprint of the earlier granted variance.

The configuration of this corner lot only partially fronts two roadways, but it is assigned two front yard setbacks which is overly burdensome. Its frontage with Rock River is a segment of the lot line, the majority of which is shared with the neighboring lot at 501 Rocky River. The 50ft setback along this lot line is excessive and unfairly limits 25% of the lot. If the existing setbacks were applied, the buildable area is reduced by 80% and is too small to build a home of adequate size for this neighborhood. By utilizing the buildable area in the setback reduction, 5 large oaks will be preserved along the opposite lot line within the buildable area.

Secondly, both streets creating this corner lot are too narrow (22' wide curb to curb) to allow off street parking. For safety reasons a second "Grasscrete" entrance off Reveille is needed to get cars off the street to not impede traffic at an intersection.

Michael Munir
Managing Member
The Munir Group
Tmgaustin.com

City of West Lake Hills Variance Application

Address of Proposed Work: 499 Rocky River Rd

City: Westlake Hills State: Tx Zip: 78746

Contact Information

Owner's Contact Information

Title: _____ First Name: Michael Last Name: Munir Suffix: _____

Business Name: TMG Austin

Mailing Address: 5912 Balcones Dr

City: Austin State: Tx Zip: 78731

Email Address: michaelm@tmgaustin.com

Cell Phone: 214-724-8373 Work Phone: 972-788-1234 Home Phone: _____

Applicant's Contact Information

Title: _____ First Name: Michael Last Name: Munir Suffix: _____

Business Name: TMG Austin

Mailing Address: 5912 Balcones Dr

City: Austin State: Tx Zip: 78731

Email Address: michaelm@tmgaustin.com

Cell Phone: 214-724-8373 Work Phone: 972-788-1234 Home Phone: _____

Contractor's Contact Information

Title: _____ First Name: Michael Last Name: Munir Suffix: _____

Business Name: TMG Austin

Mailing Address: 5912 Balcones Dr

City: Austin State: Tx Zip: 78731

Email Address: michaelm@TMGAustin.com

Cell Phone: 214-724-8373 Work Phone: 972-788-1234 Home Phone: _____

Application Questionnaire (* denotes required question)

Variance Application

Subdivision: Joe Smith Resub of lots 37,38,39 & 1/2 of lot 40

Block: B

Lot: 37-39, 1/2 of 40

Tax Parcel ID: 0113150705

Current Zoning Classification: R-1

Total Lot Area (acres): .75

Please list all variances being applied for: (Select One) * ☐ Expand section

(Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

1)

2)

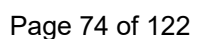
3)

4)

5)

6)

7)



8)

9)

10)

Brief Description of project/why variances are needed:

Construction of a new 5,748SF residence on a corner lot where two "front" setbacks exist. A variance is needed on the Rocky River Rd setback to change from 50ft to 30ft like the previous home enjoyed for buildable area. This reduction preserves 5 large oak trees already within the buildable area. Access to the driveway from both streets to allow off street parking where the streets are narrow(22' wide) and will restrict traffic flow.

Variance Questionnaire (Select All That Apply)

(Applicant must demonstrate a hardship for variance request. The ZAPCO Commissioners, Board of Adjustment/City Council consider these responses when evaluating your application.)

1) Describe in detail any special conditions you believe will result in unnecessary hardship to you

...
... if the terms of this ordinance are strictly or literally enforced.

The configuration of this corner lot only partially fronts two roadways but it is assigned two front yard setbacks which is overly burdensome. Its frontage with Rocky River is a segment of the lot line, the majority of which is shared with the oddly shaped neighboring lot at 501 Rocky River. The 50ft setback along this lot line is excessive and unfairly limits 25% of the lot. If the existing setbacks were applied to this lot, the buildable area is reduced by almost 80% and is too small to build a home of adequate size for this neighborhood. Additionally, 5 large oaks will be preserved if the house utilizes the buildable area in the area of the setback reduction. Secondly, both streets creating this corner lot are too narrow to allow off street parking. For safety reasons a second Grasscrete entrance off Reveille is needed to get cars off the street so as to not impede traffic flow.

2) Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed ...

... if the variance you are requesting is granted?

The setback reductions do not affect the existing flora or natural terrain in any way.

**3) What other alternatives have you considered?
Why won't those other options alleviate the
difficulty or hardship that you think exists?**

Due to the limited buildable area of the lot and the existing trees, design options are very limited. We have submitted a proposed design that strategically avoids the trees and only requires the change from 50ft to 30ft on the Rocky River frontage setback.

4) Why do you believe the variance you are requesting is the minimum required to alleviate the difficulty or hardship you think exists?

The proposed design makes the best use of the space allotted by the existing trees and requests the least amount of reduction to the setback standards. It also requests the least amount of approvals for the setback reductions, considering 1 front setback will be complied with and the other front setback was approved for the home previously built on the lot.

5) Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

The configuration of this corner lot is a special circumstance creating two front yards. The lot's partial frontage of Rocky River is insignificant compared to the length of that lot line that is shared with the neighboring property. The reduction we are requesting to 30ft was previously approved. The proposed variance maintains the intent of the previously approved plan and zoning compliance.

6) Why do you believe your variance will not adversely affect neighboring properties or ...

... interfere with the enjoyment of these properties by their owners?

The changes proposed essentially maintain the setbacks and buildable area of the previous home. The neighbors, therefore, will enjoy the same impact that they always have.

Authorization & Acknowledgement (Type Full Name) *

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Michael Munir

Documents Requested (* denotes required document)

The Jurisdiction requests that the following documents are attached to your application:

Any Additional Supporting Documents

Letter addressed to ZAPCO Chairperson

(explaining zoning change request and proposed use)

Other documents as per Application Checklist

Power of Attorney form

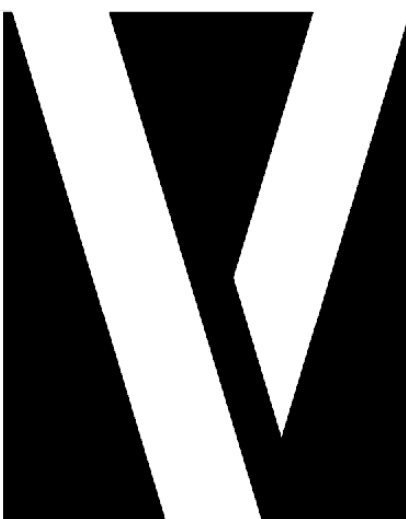
(if applicable)

Proof of ownership of subject property

Property survey

Proposed site plan

with building setbacks clearly labeled



VANGUARD
STUDIO

6601 VAUGHT RANCH RD.
SUITE G-10
AUSTIN TX, 78730
512.918.8312

VANGUARDSTUDIO.COM
ARCHITECTURE

MUNIR SPEC HOME
499 ROCKY RIVER WEST LAKE HILLS

PROJECT NO. 23028

Not for Permit
Regulatory Approval Or
Construction
John Hathaway
TX Reg # 19870

DATE 2023-0928

REVISIONS

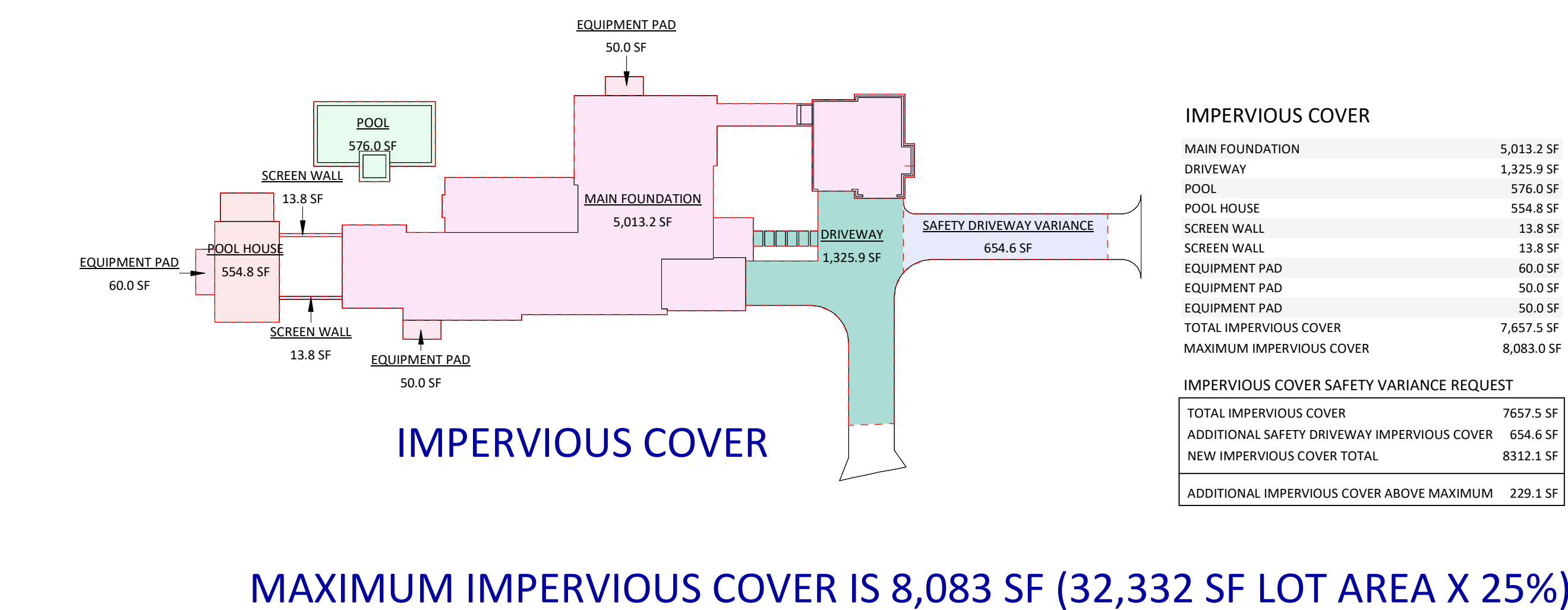
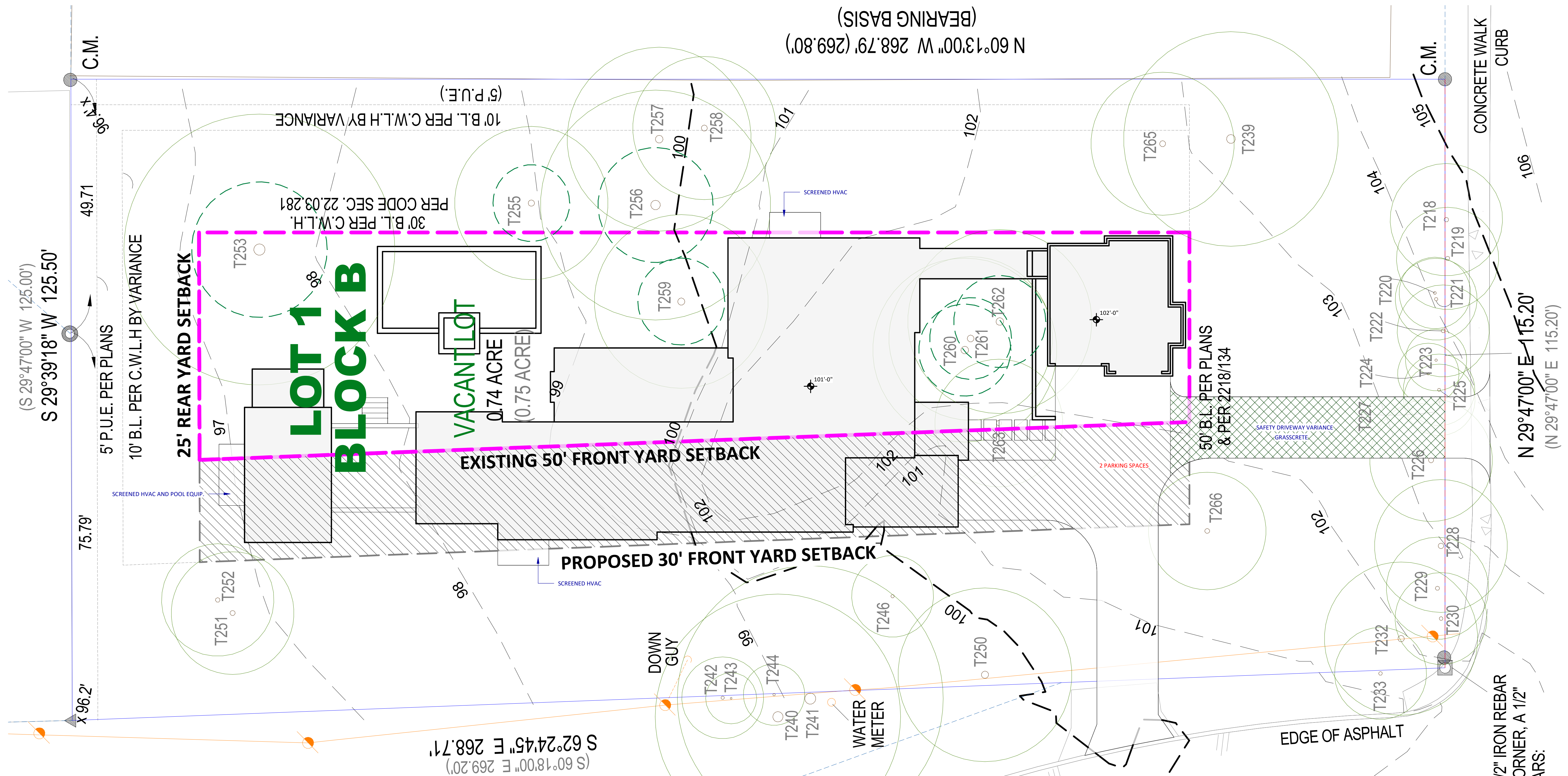
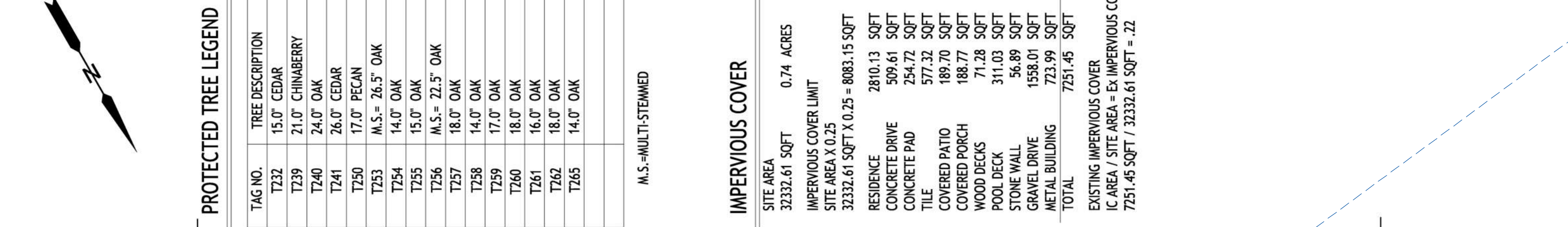
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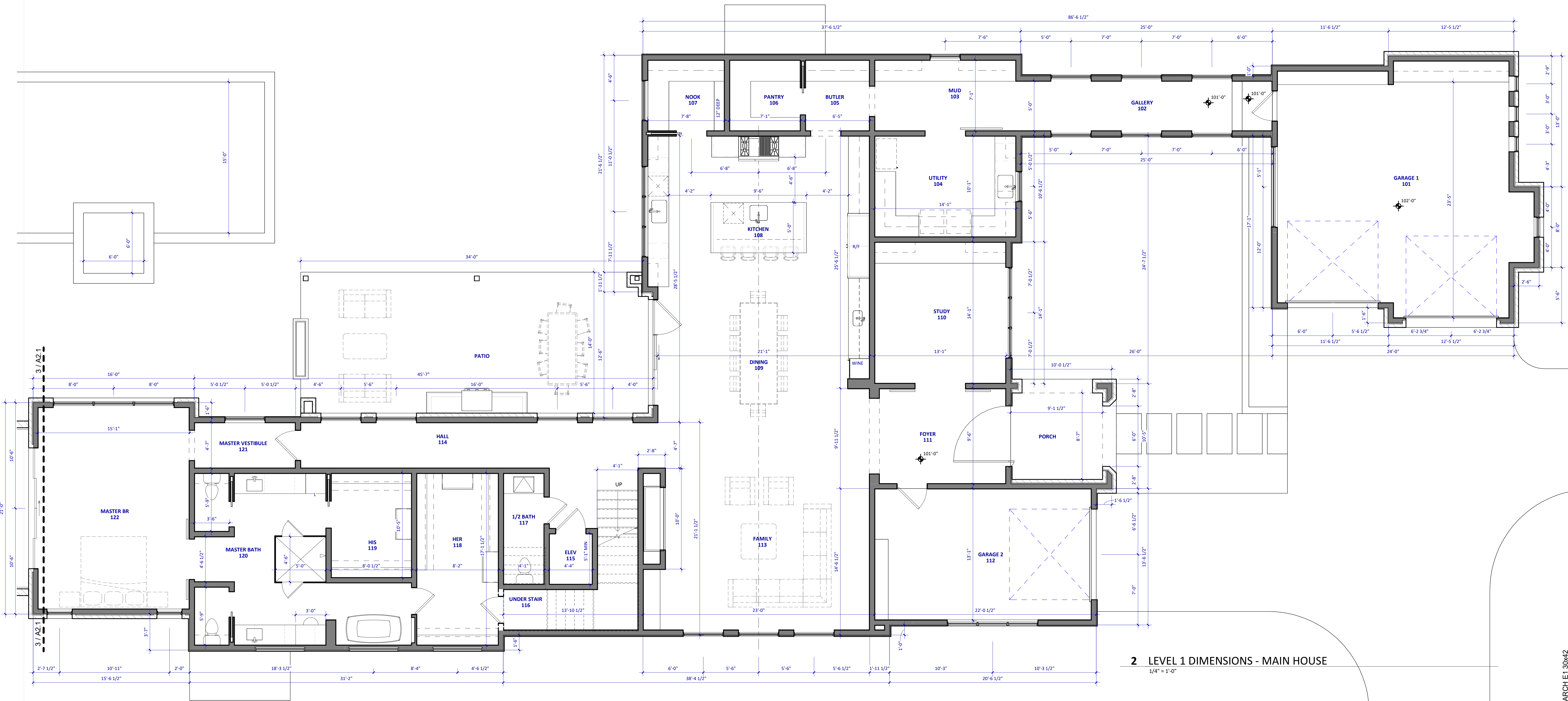
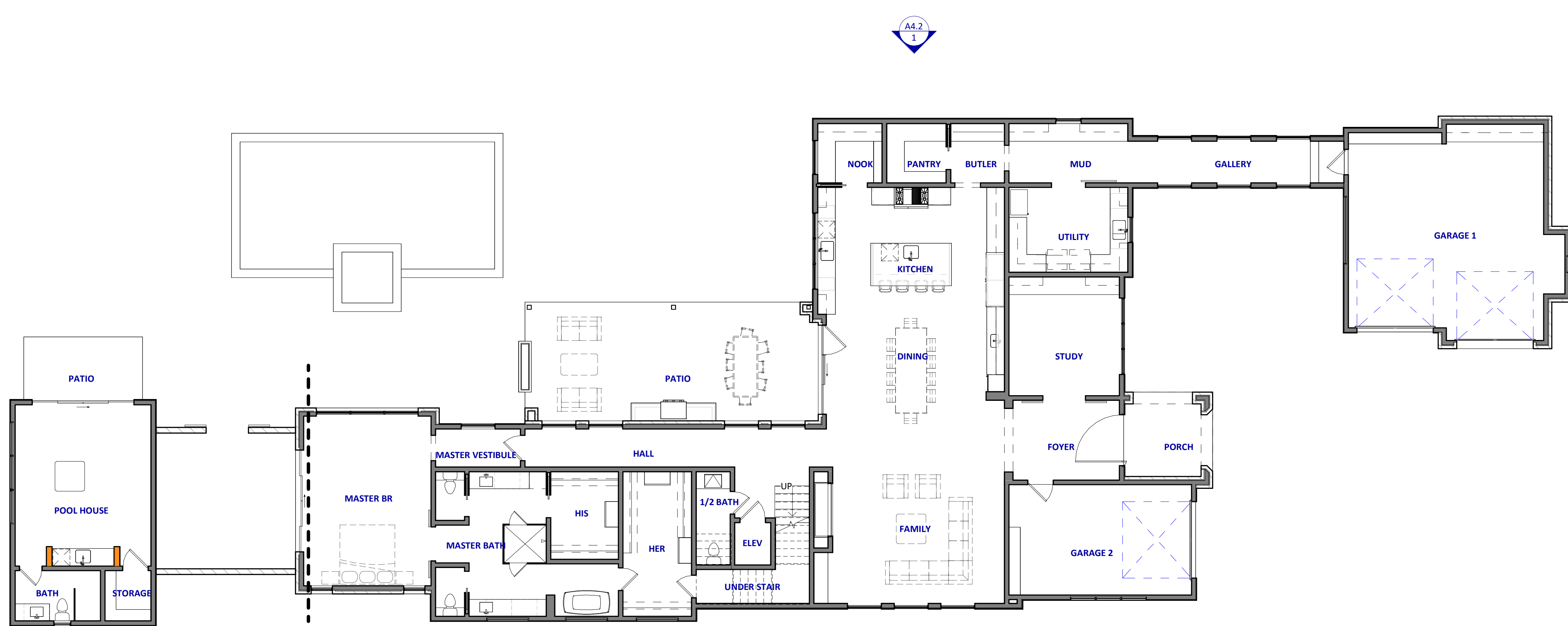
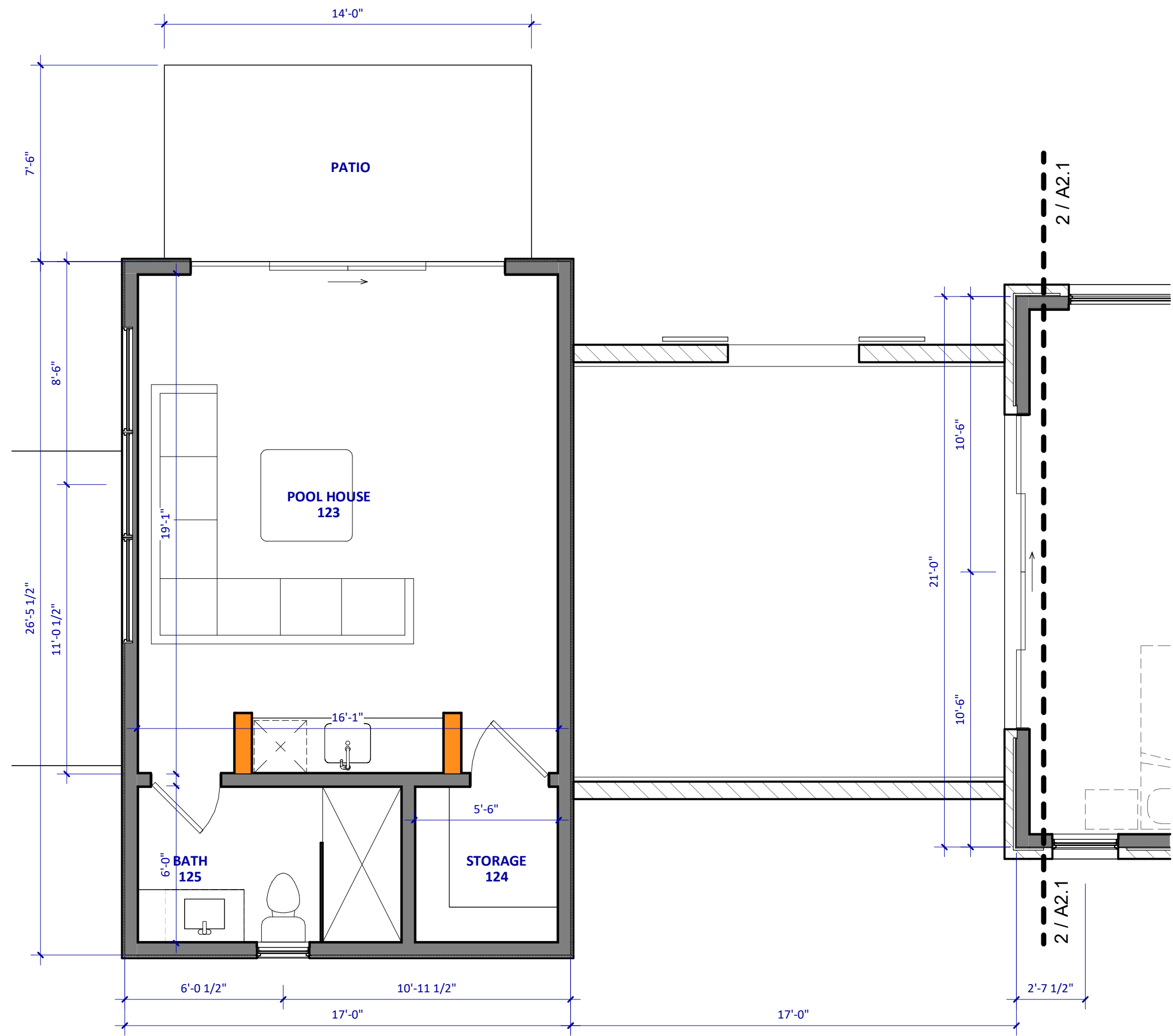
A0.1
RENDERINGS

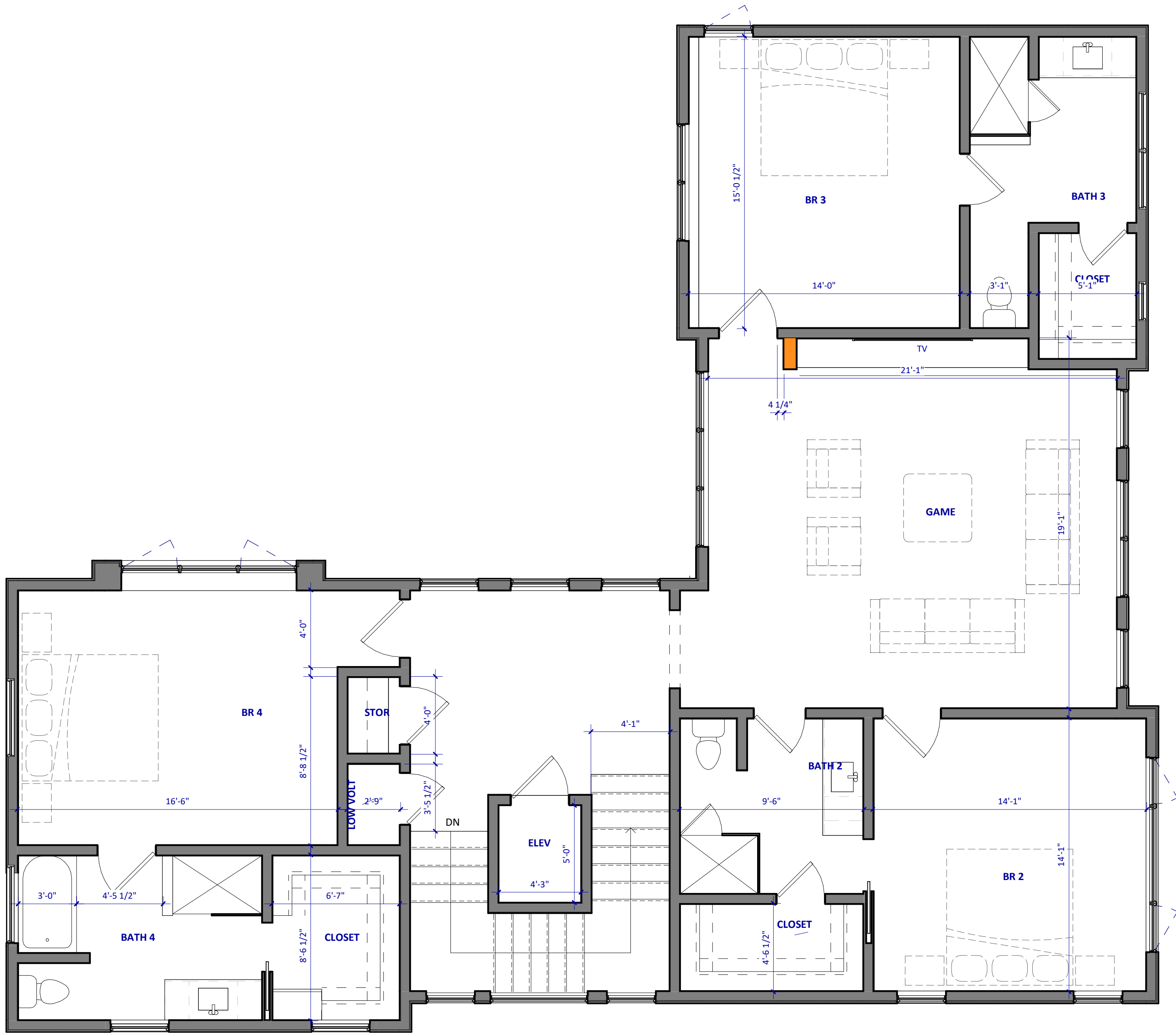
NOTE:
RENDERINGS ARE FOR GENERAL REPRESENTATION OF DESIGN CHARACTER ONLY AND MAY BE AT VARIANCE WITH
CONSTRUCTION DOCUMENTS. CONSTRUCTION DOCUMENTS GOVERN. RENDERINGS ARE NOT TO BE USED FOR
CONSTRUCTION. REFER TO BUILDER'S SPECIFICATIONS FOR FINAL MATERIAL TYPE, COLOR, AND OTHER SELECTIONS.

ARCH E1 3042

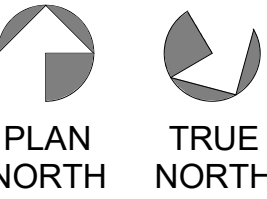
TREE LEGEND







1 LEVEL 2 DIMENSIONS
1/4" = 1'-0"



VANGUARD
STUDIO

6601 VAUGHT RANCH RD.
SUITE G-10
AUSTIN TX, 78730
512.918.8312

VANGUARDSTUDIO.COM
ARCHITECTURE

MUNIR SPEC HOME
499 ROCKY RIVER WEST LAKE HILLS

PROJECT NO. 23028

Not for Permit
Regulatory Approval Or
Construction
John Hathaway
TX Reg # 19870

DATE 2023-0928

REVISIONS

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A2.2
LEVEL 2 FLOOR
PLAN

ARCH E1 3042



- ELEVATION NOTES:
1. 100% MASONRY CONSTRUCTION
 2. NO MORE THAN 12" OF EXPOSED FOUNDATION ABOVE GRADE
 3. NO EXPOSED GALVANIZED FLASHING ALLOWED
 4. FOLLOW NIGHT SKY REQUIREMENTS AT ALL EXTERIOR LIGHTS
 5. ALL SOFFITS TO BE TONGUE & GROOVE OR AS SELECTED BY HOMEOWNER.

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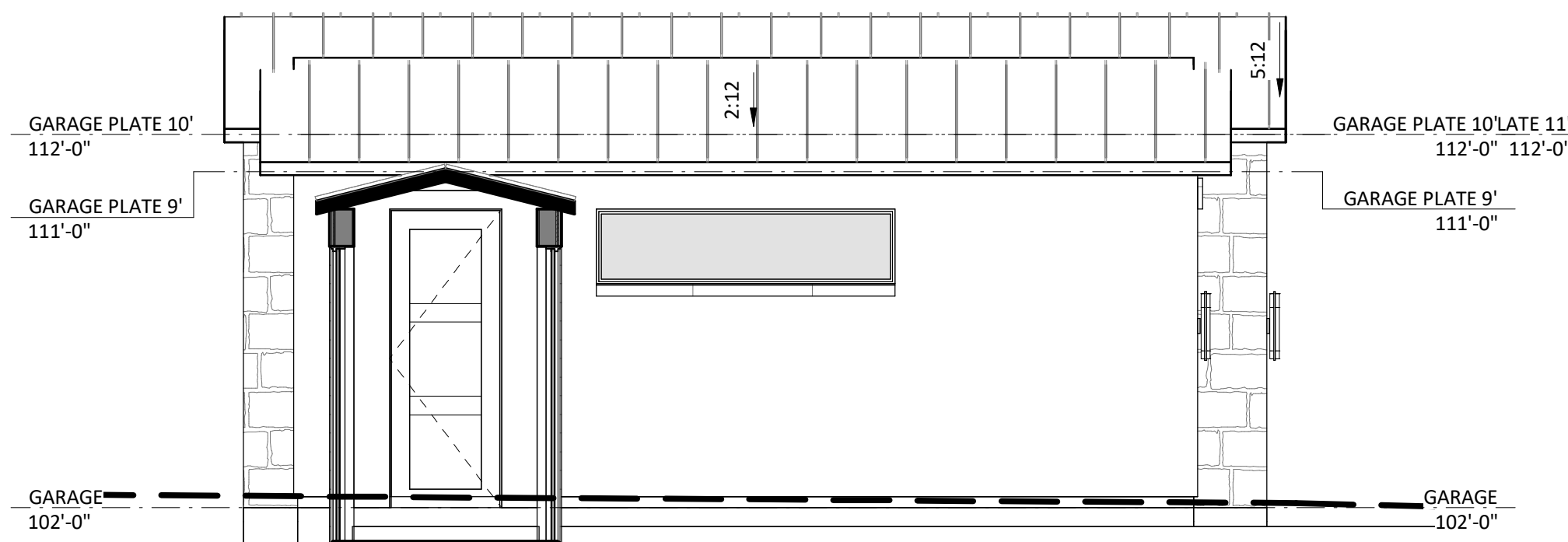
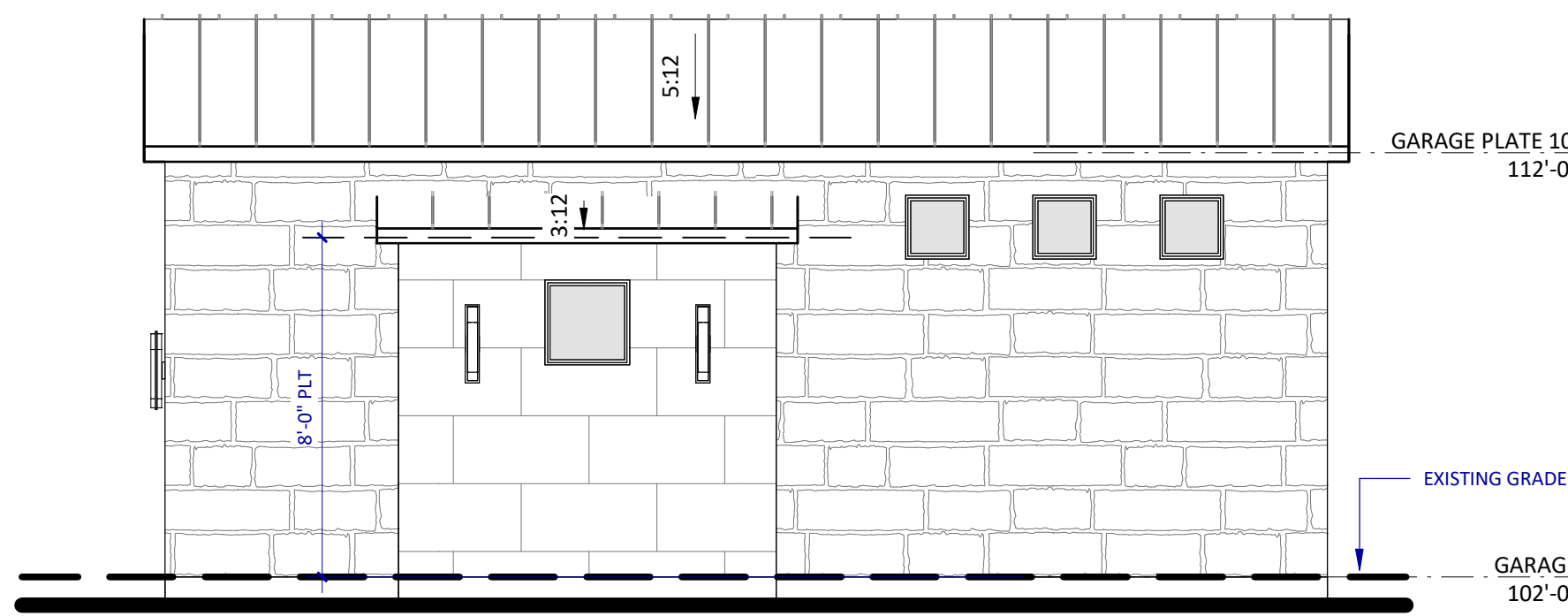
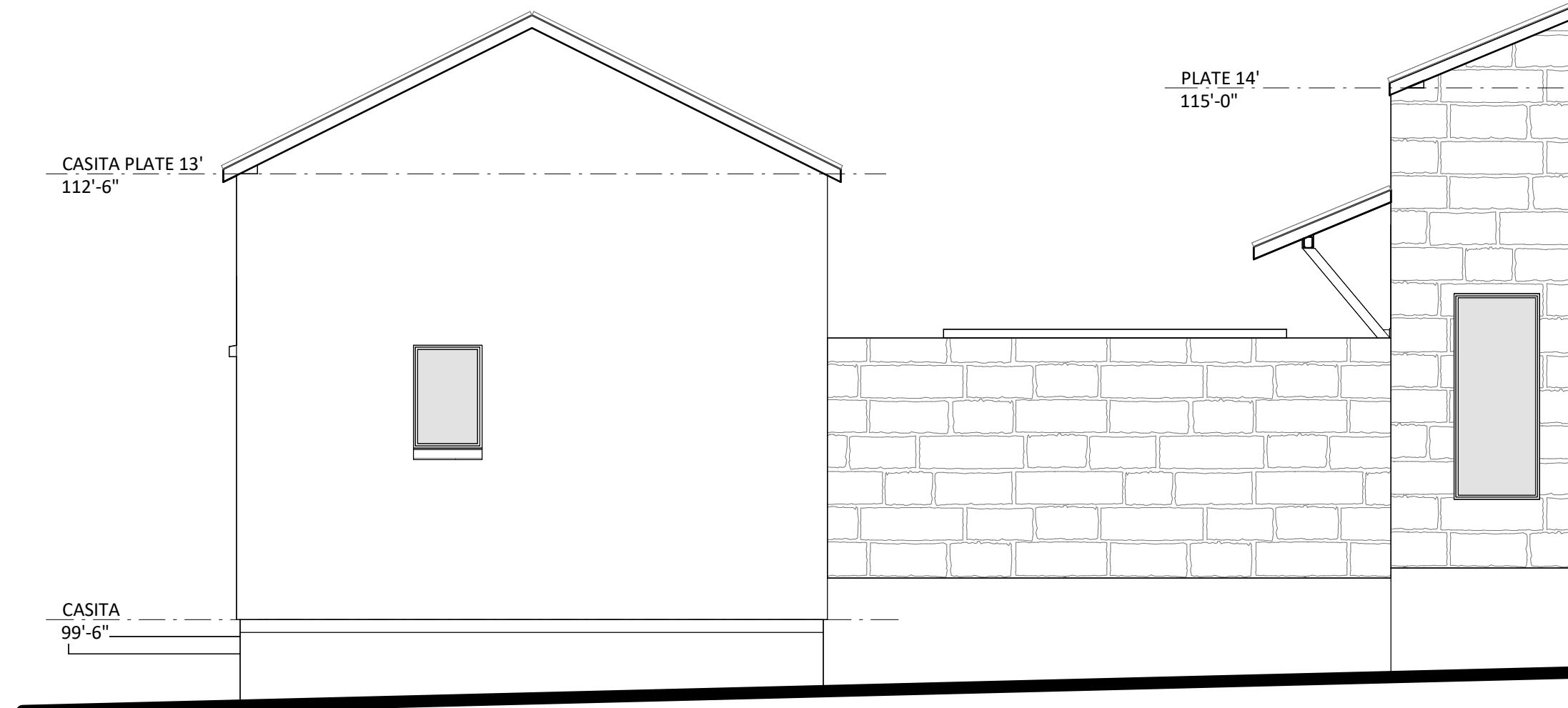
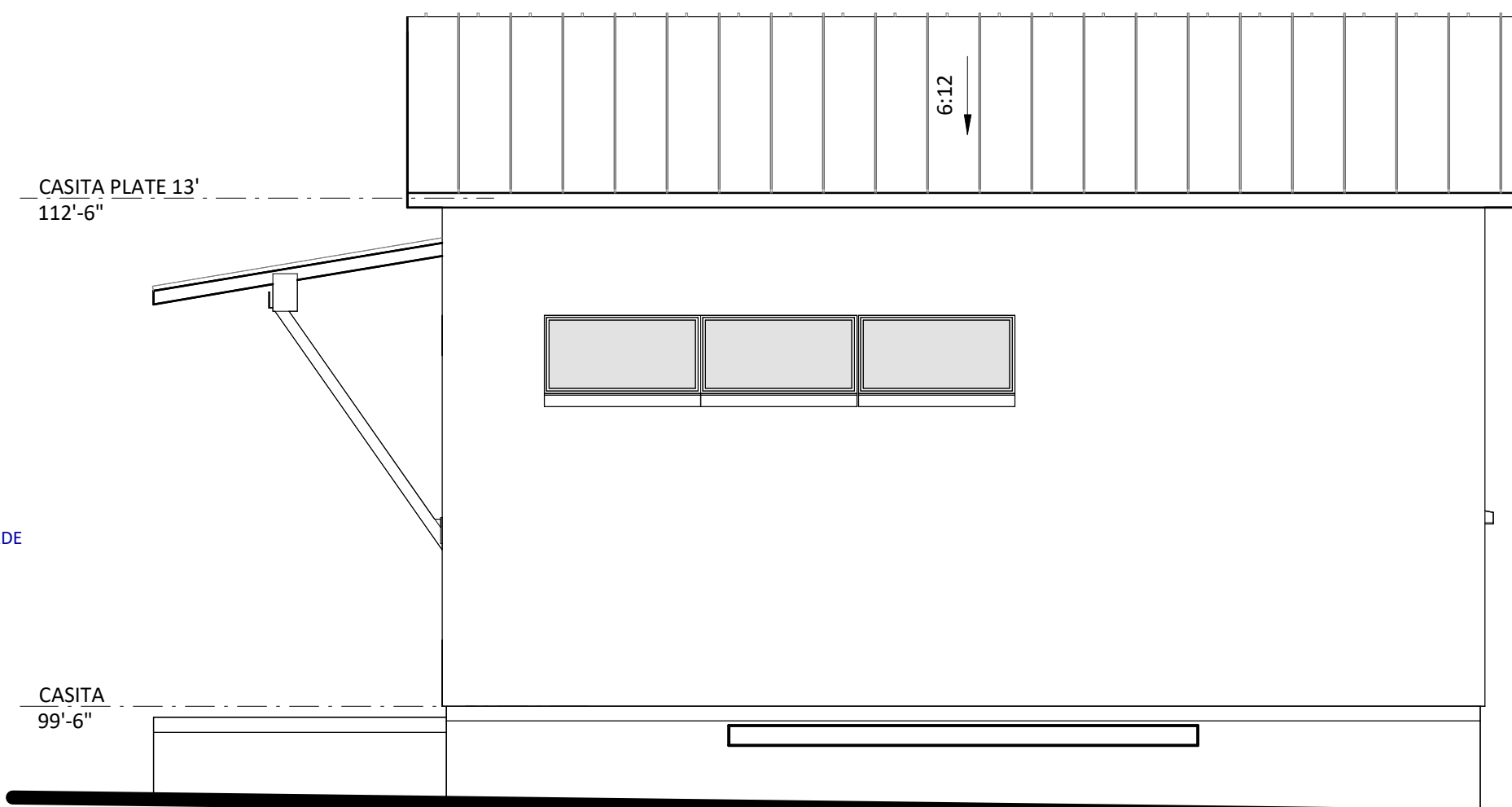
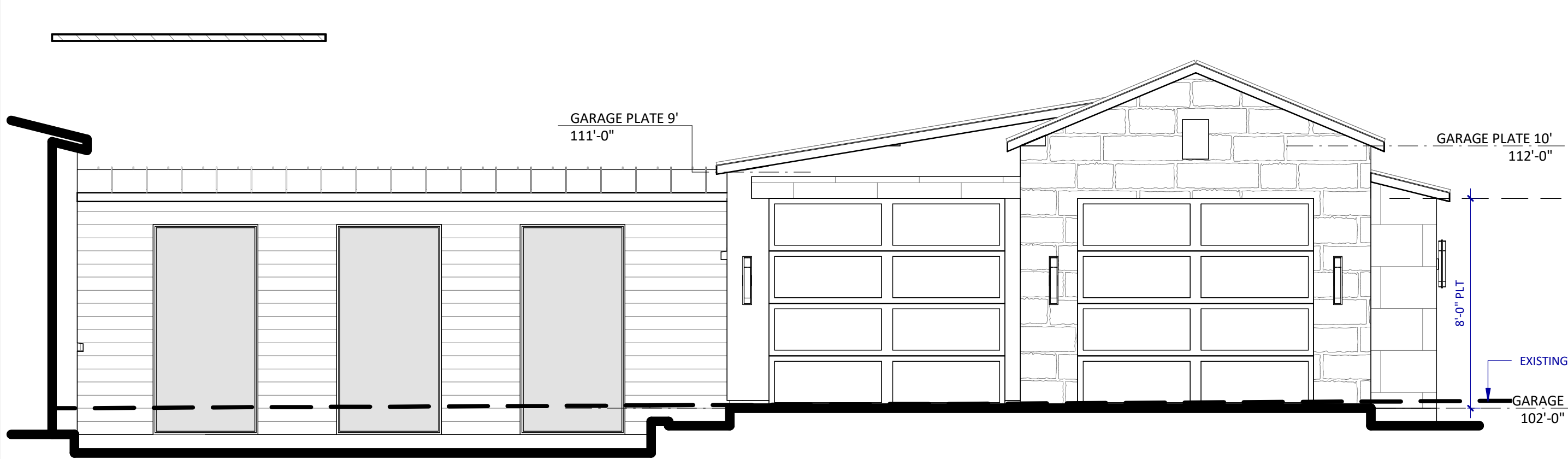
DATE 2023-0928

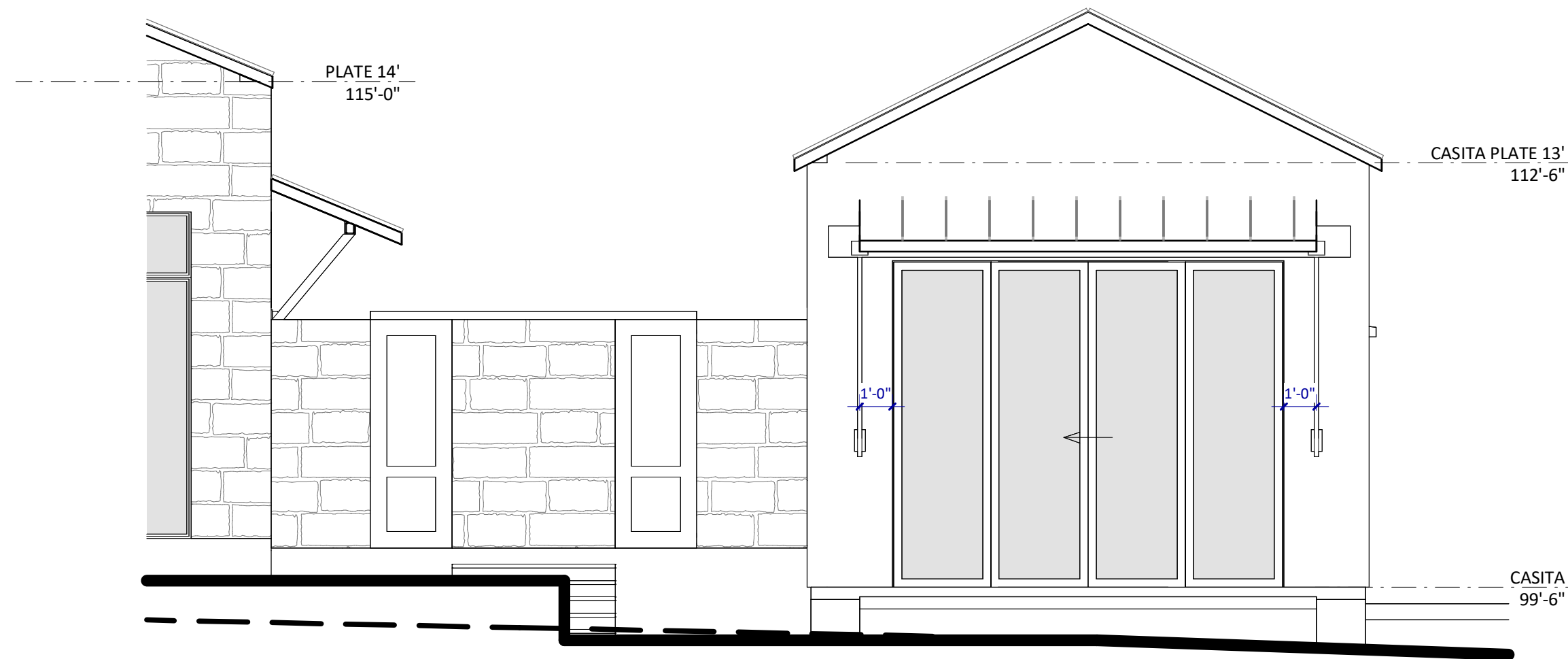
REVISIONS

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A4.1
EXTERIOR
ELEVATIONS

ARCH E1 3042

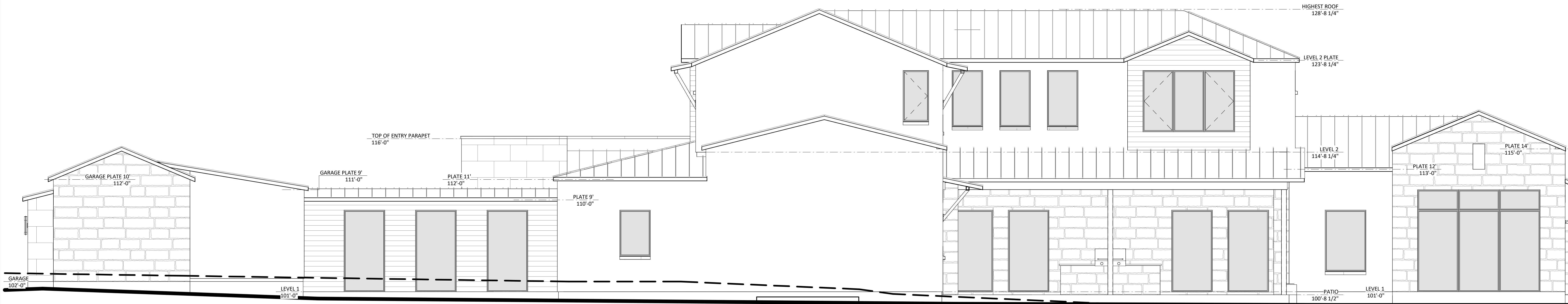




2 NORTH - POOL HOUSE
1/4" = 1'-0"



1 NORTH OVERALL
1/8" = 1'-0"



3 NORTH - MAIN HOUSE
1/4" = 1'-0"



6 WEST
1/4" = 1'-0"



5 EAST
1/4" = 1'-0"

VANGUARD
STUDIO

6601 VAUGHT RANCH RD.
SUITE G-10
AUSTIN TX, 78730
512.918.8312

VANGUARDSTUDIO.COM
ARCHITECTURE

MUNIR SPEC HOME
499 ROCKY RIVER WEST LAKE HILLS

PROJECT NO. 23028

Not for Permit
Regulatory Approval Or
Construction
John Hathaway
TX Reg # 19870

DATE 2023-0928

REVISIONS

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A4.2
EXTERIOR
ELEVATIONS

ARCH E1 3042



City of West Lake Hills

Zoning and Planning Commission

AGENDA REPORT

Meeting Date:	November 15, 2023	Item Number:	8
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

5001 Jeffery Place: Discuss and make recommendations on variances for 1. A 13-foot encroachment for a fence in a 20-foot fence setback, 2. To allow 0% transparency where 80% is required and 3. Encroachment of pool equipment 1.5 feet in the 20-foot side yard setback on a corner lot (Section 22.03.173 and Section 22.03.275 of the West Lake Hills Code).

Applicant: Huang Lung Wang (Victor) & Elisa Jiang, Property Owners

Recommendation

Staff recommends denial of the variance requests.

1. The applicant has demonstrated with the approved site plan that they can meet the fence requirements. With a fence on the property line, vegetative screening would be problematic, given the overhead line in the right-of-way.
2. The pool equipment would be moved closer to the side of an adjacent residential property, whereas the current location is in the rear, providing a greater separation from the adjacent rear property.

This item will be forwarded to the December 13, 2023 Board of Adjustment and City Council meetings for consideration.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Huang Lung Wang (Victor) & Elisa Jiang
Legal Description: Dellana Hills, Section 2 Lot 9
Lot Size: 0.4038 acres (17,589.40 sf)
Zoning: R-1, One Family

The properties to the southwest of the subject property are zoned R-1. Properties to the east/northeast are in the City of Rollingwood, zoned Residential.

Background & Analysis:

The applicant is requesting three variance (Attachment 1). The first is for a fence to be placed on the property line adjacent to Ridgewood Road, which is approximately 13 feet from the edge of pavement, where 20 feet is required. The second is to allow a privacy fence with 0% transparency where 80% is required. 5001 Jeffery Place is a corner lot that has frontage on both Jeffery Place and Ridgewood Road, so both have a 20-foot fence setback. The third variance request is to allow pool equipment in the 20-foot side yard setback adjacent to another occupied residential lot (Attachment 3).

A new house was recently completed at the site (Attachment 4 & 5). The approved plans show a code-compliant wrought iron fence set 20-feet from the street edge, and the pool.

The applicant has provided photos of the existing construction fence at the property line where the privacy fence would be located. Attachment 6 also has examples of fences, both transparent and privacy, at the property line in the surrounding area (Note - 1 Jeffery Cove, and 3214 Gentry are in Rollingwood's jurisdiction).

In order to place landscaping in front of the fence within the right-of-way, permission from Rollingwood would have to be received as Ridgewood Drive is operated by Rollingwood. Additionally, there are existing overhead electric and telecom lines in the right-of-way so if any landscaping is allowed it would have to be low profile in nature.

Variance Criteria Review:

When applying for a variance, the applicant has provided the following evidence (Attachment 2):

1. *The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.*

Fence: Ridgewood is a busy street with significant traffic noise, building the new privacy fence at the property line as a continuation of the existing fence at 5000 Gregory will help provide additional buffer and privacy from the street. We will plant new trees as per approved plans to screen the new fence. The 20' fence setback applies to lots <0.75 ac or less, our lot is 0.4 ac therefore the setback impact to us is much greater specially being a corner lot (street facing setbacks on two sides)

Pool Equipment: Current pool equipment pad location is by master bedroom behind bed wall and windows, equipment noise and vibrations will be felt inside the room.

2. *There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.*

Fence/Pool Equipment: Both the fence and pool equipment pad are just being relocated to a new location, the construction impact of these will not deter from the previously approved plans.

3. *There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.*

Fence: We could use additional landscape in front of the fence as the buffer, but it does not provide the desired full privacy and sound barrier from the high pedestrian and vehicular traffic, also it's been difficult to maintain proper landscaping with the high temperatures / droughts.

Pool equipment: No better alternative for pool equipment placement due to very restrictive building setbacks, any other reasonable location will have greater setback encroachment than proposed (30' on the north and east, 20' on the west, 25' on the south).

4. *The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.*

Fence: A 7' or 8' fence would provide greater buffer and privacy specially with the street located at a lower elevation. A 6' fence would be the minimum required to mitigate the street noise and privacy concerns.

Pool Equipment: Relocating the pool pad elsewhere will cause greater encroachment into the building setbacks.

5. *The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.*

Fence: There is already a ~13' distance from Ridgewood Rd. to our property line which is significant for small lots, and all the City of West Lake Hills properties in this neighborhood with street-facing side yard fences are all built at the property line and some are privacy (5000 & 5001 Gregory, 5000 Jeffery, 1 Jeffery CV, 3214 Gentry, 3303 Gentry). We will use landscape to screen the fence to keep the intent and goals of the City's Comprehensive Plan.

Pool Equipment: On the pool equipment will be below fence height, therefore will not be visible from the street or by the neighbor.

6. *The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.*

Fence: Our property is at the edge of the City limits, houses on the same street already have the street-facing side yard fences at the property line: 5000 Jeffery, 5000 Gregory, 5001 Gregory (with privacy fence) Our proposed fence will be a continuation of 5000 Gregory's fence. Houses on the other side of Ridgewood Rd. (1 Jeffery CV & 3214 Gentry) also have privacy street-facing fences at the property line, therefore our proposal will be in line with current surroundings and not have adverse effect on neighborhood properties.

Pool Equipment: Pool equipment will not be visible from the street or by the neighbor.

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to comply with the City's Code.

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

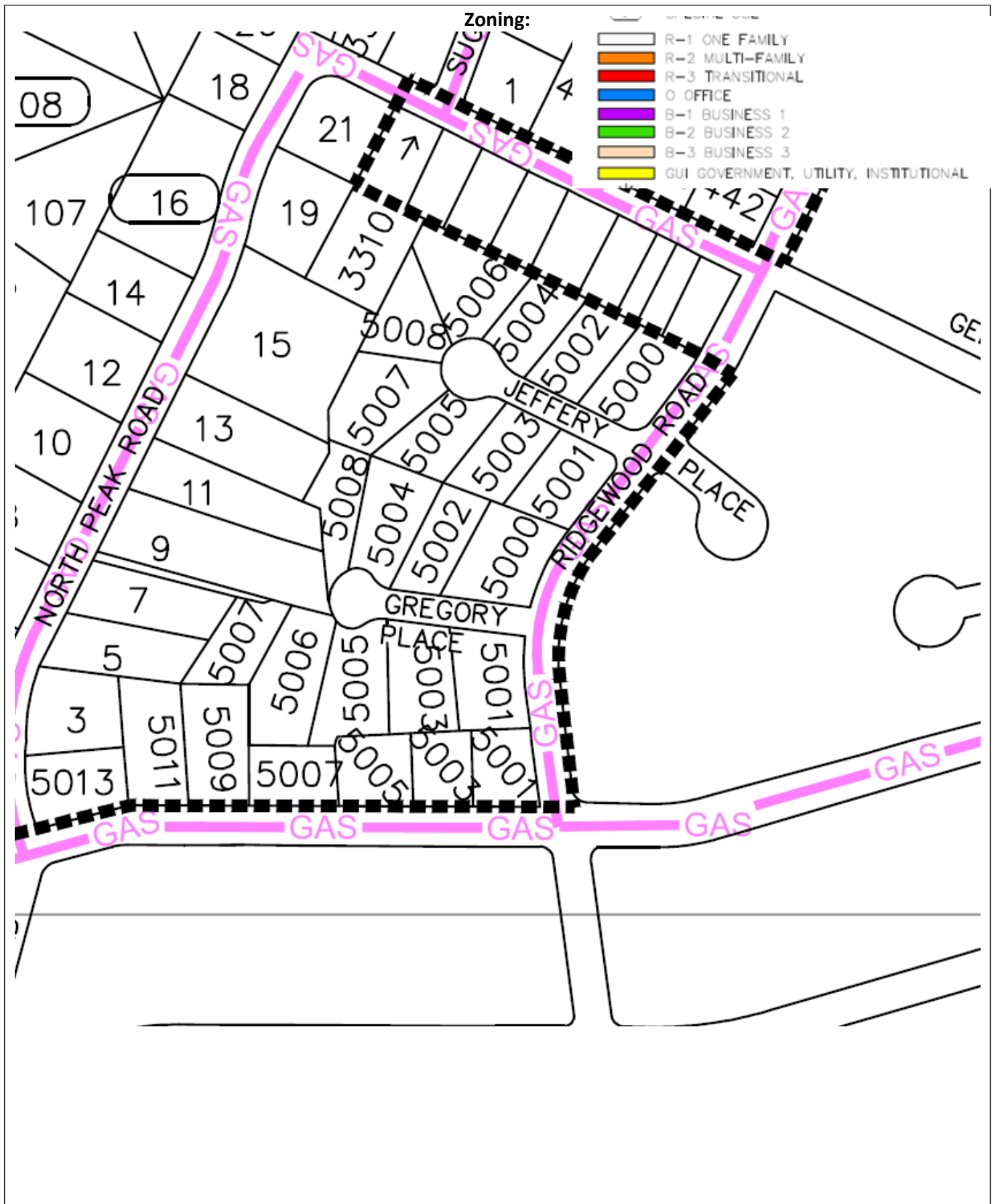
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 22.03.173: Fences \(Residential\)](#)
- [Section 38.05.031: Variances](#)
- [Section 22.03.511: Criteria and process required for granting variance](#)



Aerial:



September 30, 2023

Huang Lung Wang (Victor) & Elisa Jiang
5001 Jeffery Place
West Lake Hills, TX 78746

City of West Lake Hills
Zoning and Planning Commission
911 Westlake Drive
West Lake Hills, TX 78746

To the Chair of the Zoning and Planning Commission:

We are writing to request three variances to our property. The first two are in regards to building a privacy fence at the property line on the east facing Ridgewood Road. There are a lot more vehicle and pedestrian traffic in the Rollingwood neighborhood in the recent years due to new residents and new construction activities, Ridgewood Road is now one of the major / high traffic streets in the area. We are hoping to have better sound barrier with the privacy wood fence and a closer buffer from the street, the fence will still be 12' from the street pavement and screened with landscape per the City requirements as approved with the building plans. We also believe our proposal is in line with the existing fences on Ridgewood in regards to fence placement at the property line and privacy fence in several of the homes, please refer to the exhibits below for the specifics, our fence will be a continuation of the existing fence at 5000 Gregory. Also, we understand the 20' fence setback applies to lots <0.75 ac, our lot is 0.4 ac therefore the setback requirement has a much greater impact to our property.

The third variance is to relocate the pool equipment pad location. Current approved plans has it by the master bedroom behind the bed wall and windows, the architect placed it there originally due to very restrictive building setbacks all around. We are now learning that the equipment will have constant noise and vibrations that will be heard/felt inside the master bedroom. We are requesting to relocate to the southwest corner of the house instead, the house was built 22.5' from the property line therefore we will only need to encroach 1.5' into the setback to place the 4'x8' equipment pad there (20' side building setback). The equipment will not be visible from the street or by the neighbor as they will be below fence height.

We believe we fulfill the hardship requirements for the requested variances and kindly ask you to review and grant such variances. Thank you for your time and consideration.

Huang Lung Wang (Victor) and Elisa Jiang

Exhibits:

Existing construction fence placed at the property line at 5001 Jeffery Pl:





Current fence at 5000 Gregory (at the property line, chain link fence):



Current fence at 5001 Gregory (at the property line, privacy wood fence):



Current fence at 5000 Jeffery Pl (at the property line):



Current fence at 1 Jeffery CV and 3214 Gentry (at the property line & privacy wood fence):



3303 Gentry (at the property line & privacy wood fence):



VARIANCE APPLICATION



Date Received: _____	Received By: _____
Amount Due \$ _____	Date Payment Received: _____
Admin Complete Date: _____	Permit No: _____

All applications and supporting documents should be submitted electronically to
<https://www.mgoconnect.org/cp?JID=253>

APPLICANT & PROPERTY INFORMATION

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: Wang Huang Lung & Elisa Jiang Phone: 512-739-2814

Email: victor@latitude-re.com

Address: 5001 Jeffery Pl City: West Lake Hills State: TX Zip: 78746

Agent*: _____ Phone: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Property Address: _____ City: _____ State: _____ Zip: _____

Property Information

Subdivision Name: DELLANA HILLS SEC 2

Block: _____ Lot: 9 TCAD Tax Parcel ID: 107538

Current Zoning Classification: R-1 Total Lot Size (Acres): 0.4038

**Please submit Power of Attorney form designating authorized agent.*

PROJECT INFORMATION

Please list all variances being applied for with this project and include Code Section references: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

1. East fence (facing Ridgewood Rd.) to be wood privacy fence, built at the property line, approx. 13' from the street pavement edge, instead of the required 20' and 80% visibility through per code

2. Pool equipment pad to encroach 1.5' into the west side yard setback at the SW corner of the house



VARIANCE APPLICATION

3. _____

4. _____

5. _____

6. _____

CONDITIONS REQUIRED FOR GRANTING A VARIANCE (SECTION 38.05.32):

No variance shall be granted unless the following conditions are fulfilled as provided by the applicant's statements:

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant. Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

Ridgewood is a busy street with significant traffic noise, building the new privacy fence at the property line as a continuation of the existing fence at 5000 Gregory will help provide additional buffer and privacy from the street. We will plant new trees as per approved plans to screen the new fence.

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora. Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?

Both the fence and pool equipment pad are just being relocated to a new location, the construction impact of these will not defer from the previous approved plans.

3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of. What other alternatives have you considered? Why won't those other options alleviate



VARIANCE APPLICATION

the difficulty or hardship that you think exists?

We could use additional landscape in front of the fence as the buffer, but it does not provide the desired full privacy and sound barrier from the high pedestrian and vehicular traffic, also it's been difficult to maintain proper landscaping with the high temperatures / droughts.

4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

A 7' or 8' fence would provide greater buffer and privacy specially with the street located at a lower elevation. A 6' fence would be the minimum required to mitigate the street noise and privacy concerns.

5. The variance may violate the intent of this chapter or the goals of the city's comprehensive plan. Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

There is already a ~13' distance from Ridgewood Rd. to our property line which is significant for small lots, and all the City of West Lake Hills properties in this neighborhood with street-facing side yard fences are all built at the property line and some are privacy (5000 & 5001 Gregory, 5000 Jeffery, 1 Jeffery CV, 3214

6. The variance may have an adverse effect on neighborhood properties or interfere with the respective owners' enjoyment thereof. Why do you believe your variance will not adversely affect or interfere with the enjoyment of neighboring properties?

Our property is at the edge of the City limits, houses on the same street already have the street-facing side yard fences at the property line: 5000 Jeffery, 5000 Gregory, 5001 Gregory (with privacy fence) Our proposed fence will be a continuation of 5000 Gregory's fence. Houses on the other side of Ridgewood Rd.

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Signature

Huang Lung Wang

Digitally signed by Huang Lung Wang
DN: cn=Huang Lung Wang, o=ou, email=victor@latitude-re.com,
c=US
Date: 2023.09.30 20:43:48 -0500

Date

9/30/2023

Printed Name

Huang Lung Wang (Victor)



VARIANCE APPLICATION

APPLICATION CHECKLIST

Variance Application Checklist

- ☒ Completed, signed application
- ☐ Power of Attorney form, if applicable
- ☒ Proof of ownership of subject property
- ☒ Completed Variance Hardship Questionnaire
- ☒ Letter addressed to ZAPCO Chairperson explaining reason for the request
- ☒ Property survey
- ☒ Proposed site plan with building setbacks clearly labeled
- ☒ Building elevations, if applicable
- ☒ Tree and topo survey, if applicable
- ☒ Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- ☒ Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- ☐ Letters/emails of support from neighbors, if able to obtain
- ☒ Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*)
- ☐ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report)

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at <https://www.westlakehills.org/> to view the latest ZAPCO, Council and BOA packets.
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- **Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA.**
- Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.
- If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.
- If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.



VARIANCE APPLICATION

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed: _____

Date of ZAPCO Meeting: _____

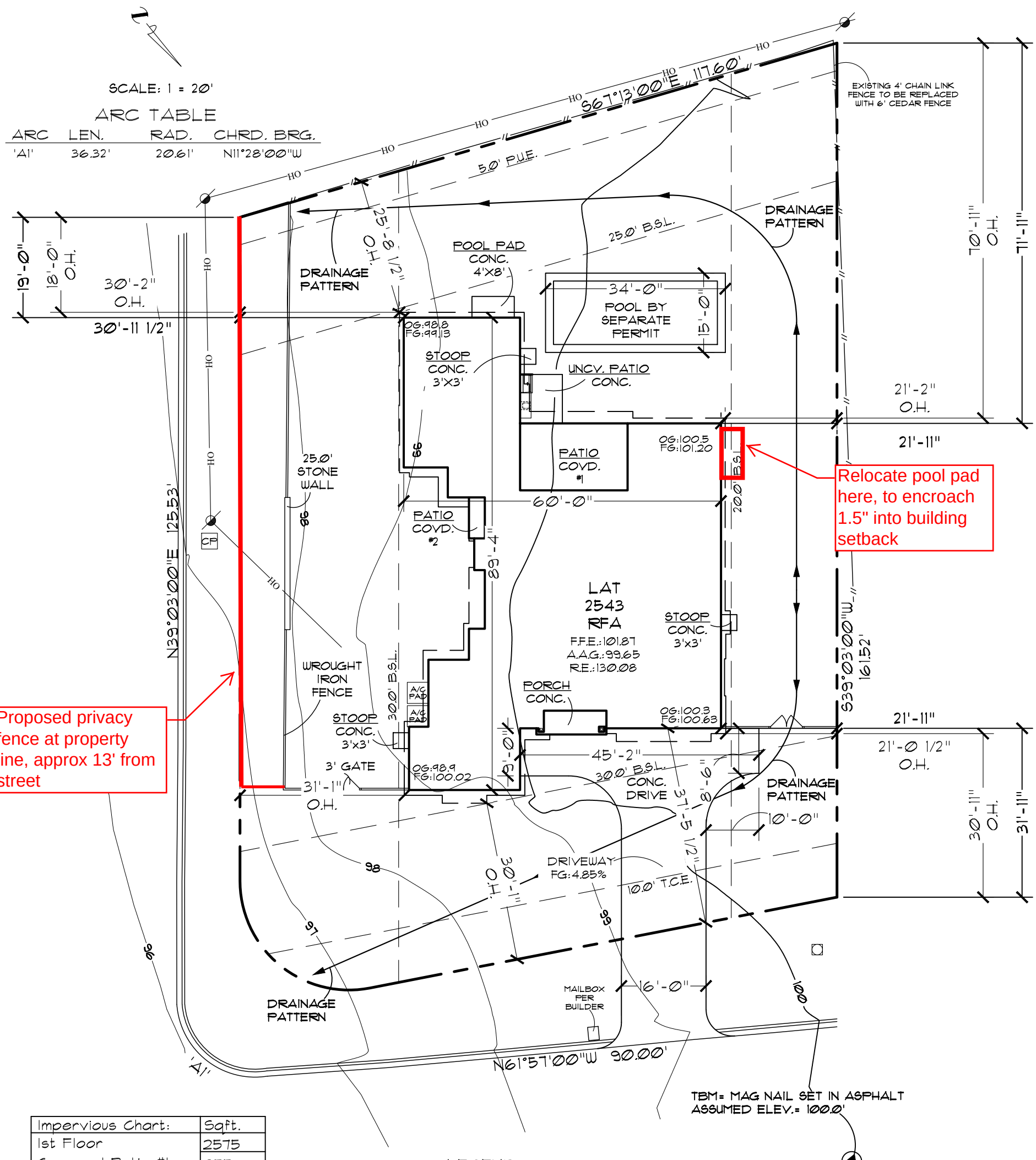
ZAPCO Recommendation: _____

Date of City Council/BOA Meeting: _____

City Council/BOA

Action: _____

Notes:



Proposed privacy fence at property line, approx 13' from street

Relocate pool pad here, to encroach 1.5" into building setback

Impervious Chart:	Sqft.
1st Floor	2575
Covered Patio #1:	255
Covered Patio #2:	23
Garage #1:	242
Garage #2:	488
Porch:	61
Uncovered Patio:	74
Pool. Pad:	32
Pool:	510
Drive:	898
Stoops:	27
A/C Pads:	32
Total:	5217
Imper. Cover:	29.66%
Imper. Cover Max Calculation (.4038)(.5)-(.5) = 29.8%	

- LEGEND**
- : WATER METER
 - : CABLE TV PEDESTAL
 - : OVERHEAD UTILITY LINES
 - : POWER POLE

ABBREVIATION TABLE	
BSL:	BUILDING SETBACK LINES
PUE:	PUBLIC UTILITY EASEMENT
FFE:	FINISHED FLOOR ELEVATION
AAG:	AVERAGE ADJACENT GRADE
RE:	RIDGE ELEVATION
OG:	ORIGINAL GRADE
FG:	FINISHED GRADE
OH:	OVERHANG
CONC:	CONCRETE
COVD:	COVERED
TBM:	TEMPORARY BENCHMARK

SITE PLAN
SHEET 1 OF 2
5001 JEFFERY PLACE
REV. 11/11/21: CITY COMMENTS,
FINALIZED PLOT

SCALE: 1" = 20'

ARC TABLE

ARC	LEN.	RAD.	CHRD. BRG.
'A1'	36.32'	20.61'	N11°28'00"W

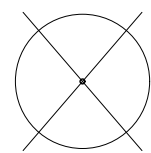
Proposed privacy fence at property line

Relocate pool pad here

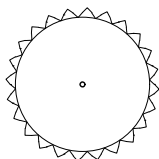
TREE TABLE

TAG#	TREE
61	21" LIVE OAK
68	6" LIVE OAK
70	21.3" CEDAR ELM
72	11.7", 6.4" CHINESE TALLOW (RATED)
73	17.7" CEDAR ELM
102	13.8" CEDAR ELM
103	7.6" CEDAR ELM
104	12.5" LIVE OAK
105	11.9" CEDAR
106	5" HACKBERRY
119	17.1" LIVE OAK
120	12.6" LIVE OAK
148	8.4", 6.7" CEDAR ELM (RATED)
149	9.9" CEDAR ELM
150	8.8", 6.5" CEDAR ELM (RATED)
151	12.5", 6.7" CEDAR ELM (RATED)
152	5" HACKBERRY
153	9.7" CEDAR ELM
154	13.8" CEDAR ELM
157	12.2" CEDAR ELM
160	12.8" CEDAR ELM
161	6" HACKBERRY
162	14.5" CEDAR ELM
163	5" HACKBERRY
164	5" WESTERN SOAPBERRY
165	6" WESTERN SOAPBERRY

*BUILDER TO PROVIDE
AT LEAST 80% LANDSCAPE
COVERAGE ALONG FENCE
ON STREET SIDES



: TREES TO BE REMOVED



: EXISTING TREES
W/ TREE PROTECTION



LEGEND

: WATER METER



: CABLE TV PEDESTAL



: OVERHEAD UTILITY LINES



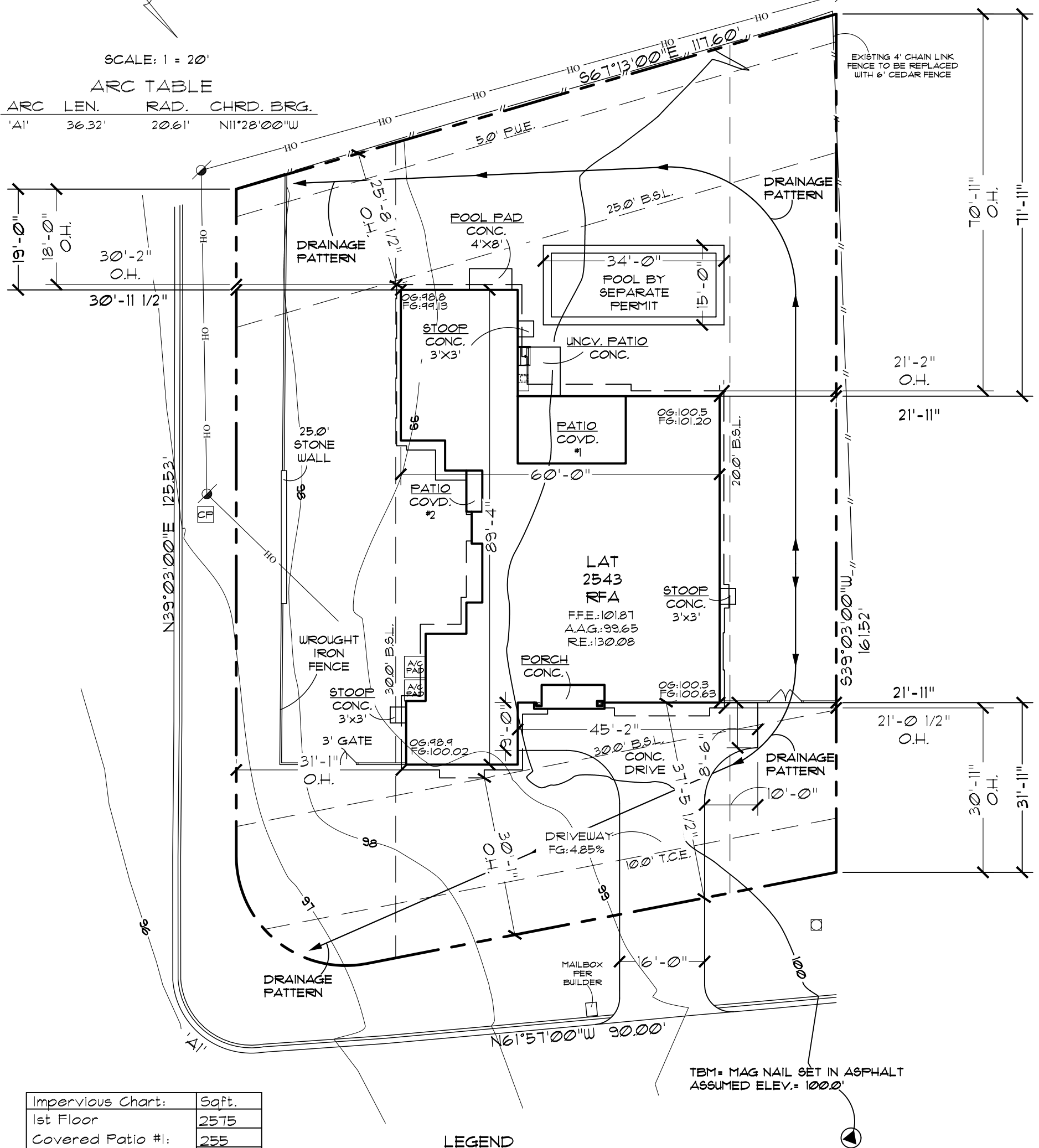
: POWER POLE

LANDSCAPING LEGEND



CHERRY LAUREL
30 GALLON/4" PER TREE
AMOUNT NEEDED PER BUILDER

ARC	LEN.	RAD.	CHRD. BRG.
'A'	36.32'	20.61'	N11°28'00"W



Impervious Chart:	Sqft.
1st Floor	2575
Covered Patio #1:	255
Covered Patio #2:	23
Garage #1:	242
Garage #2:	488
Porch:	61
Uncovered Patio:	74
Pool. Pad:	32
Pool:	510
Drive:	898
Stoops:	27
A/C Pads:	32
Total:	5217
Imper. Cover:	29.66%

Imper. Cover Max Calculation
 $(.4038)(.5)-(.5) = 29.8\%$

 : WATER METER
 : CABLE TV PEDESTAL
 : OVERHEAD UTILITY LINES
 : POWER POLE

B&L:	BUILDING SETBACK LINES
PUE:	PUBLIC UTILITY EASEMENT
FFE:	FINISHED FLOOR ELEVATION
AAG:	AVERAGE ADJACENT GRADE
RE:	RIDGE ELEVATION
OG:	ORIGINAL GRADE
FG:	FINISHED GRADE
OH:	OVERHANG
CONC:	CONCRETE
COVD:	COVERED
TBM:	TEMPORARY BENCHMARK

SITE PLAN
SHEET 1 OF 2
5001 JEFFERY PLACE
REV. 11/11/21: CITY COMMENTS,
FINALIZED PLOT

BUILDERS REPRESENTATIVE TO
VERIFY ALL LOT DATA, LOCATION
OF MANHOLES, STORM SEWERS,
EASEMENTS, AND OTHER
INFRASTRUCTURE LOCATED ON LOT.
KIPP FLORES ARCHITECTS MAKES
NO REPRESENTATION AS TO THE
EXISTENCE OF MANHOLES, STORM
SEWERS, EASEMENTS, AND OTHER
INFRASTRUCTURE LOCATED ON LOT.

LOT AREA: 17589 SQ. FT. (.4038 AC)

SIDEWALKS PER CITY OR SUBD. REQ.



KIPP ★ FLORES
ARCHITECTS
(512) 335-5477 fax (512) 335-5852
11776 Jollyville Rd. Suite 100
Austin, Texas 78759



02/11/22

ADDRESS

5001 JEFFERY PLACE

LOT
9

BLK
—

CITY, STATE

WEST LAKE HILLS, TX

SUBDIVISION

DELLANA HILLS, SEC. 2

BUILDER
LAT

DATE _____

DATE
5/22/2019

SURVEYORS TO VERIFY ALL LOT DATA.

SCALE: 1" = 20'

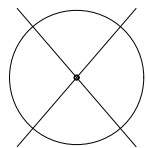
ARC TABLE

ARC	LEN.	RAD.	CHRD. BRG.
'AI'	36.32'	20.6'	N11°28'00"W

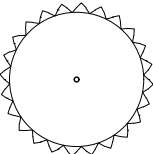
TREE TABLE

TAG#	TREE
67	21" LIVE OAK
68	6" LIVE OAK
70	21.3" CEDAR ELM
72	11.7", 6.4" CHINESE TALLOW (RATED)
73	17.1" CEDAR ELM
102	13.8" CEDAR ELM
103	7.6" CEDAR ELM
104	12.5" LIVE OAK
105	11.9" CEDAR
106	5" HACKBERRY
119	17.1" LIVE OAK
120	12.6" LIVE OAK
148	8.4", 6.1" CEDAR ELM (RATED)
149	9.9" CEDAR ELM
150	8.8", 6.5" CEDAR ELM (RATED)
151	12.5", 6.7" CEDAR ELM (RATED)
152	5" HACKBERRY
153	9.7" CEDAR ELM
154	13.8" CEDAR ELM
157	12.2" CEDAR ELM
160	12.8" CEDAR ELM
161	6" HACKBERRY
162	14.5" CEDAR ELM
163	5" HACKBERRY
164	5" WESTERN SOAPBERRY
165	6" WESTERN SOAPBERRY

*BUILDER TO PROVIDE
AT LEAST 80% LANDSCAPE
COVERAGE ALONG FENCE
ON STREET SIDES



: TREES TO BE REMOVED



: EXISTING TREES
W/ TREE PROTECTION

LEGEND

	: WATER METER
	: CABLE TV PEDESTAL
	: OVERHEAD UTILITY LINES
	: POWER POLE

LANDSCAPING LEGEND

CL	CHERRY LAUREL 30 GALLON/4" PER TREE AMOUNT NEEDED PER BUILDER
----	---

TREE EXHIBIT & LANDSCAPE PLAN
SHEET 2 OF 2
5001 JEFFERY PLACE
REV. 11/11/21: CITY COMMENTS,
FINALIZED PLOT

BUILDERS REPRESENTATIVE TO
VERIFY ALL LOT DATA, LOCATION
OF MANHOLES, STORM SEWERS,
EASEMENTS, AND OTHER
INFRASTRUCTURE LOCATED ON LOT.
KIPP FLORES ARCHITECTS MAKES
NO REPRESENTATION AS TO THE
EXISTENCE OF MANHOLES, STORM
SEWERS, EASEMENTS, AND OTHER
INFRASTRUCTURE LOCATED ON LOT.

Fence Area:	940.02 SQFT
Total Screening Area Needed (80%):	752.01 SQFT

LOT AREA: 17589 SQ. FT. (.4038 AC)

SIDEWALKS PER CITY OR SUBD. REQ.



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LOT
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CITY, STATE
WEST LAKE HILLS, TX

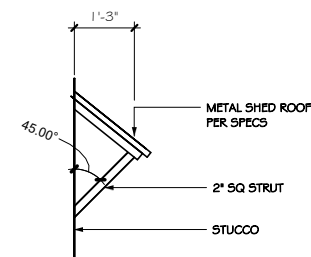
SUBDIVISION
DELLANA HILLS, SEC. 2

BUILDER
LAT

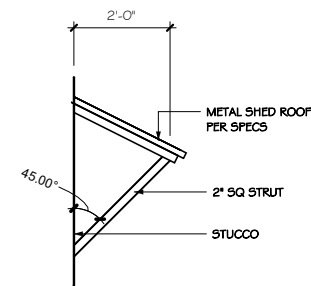
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5/22/2019



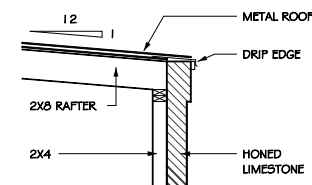
FRONT ELEVATION
SCALE 1/8" = 1'-0"



SHED ROOF DETAIL #1
SCALE 1/4" = 1'-0"



SHED ROOF DETAIL #2
SCALE 1/4" = 1'-0"

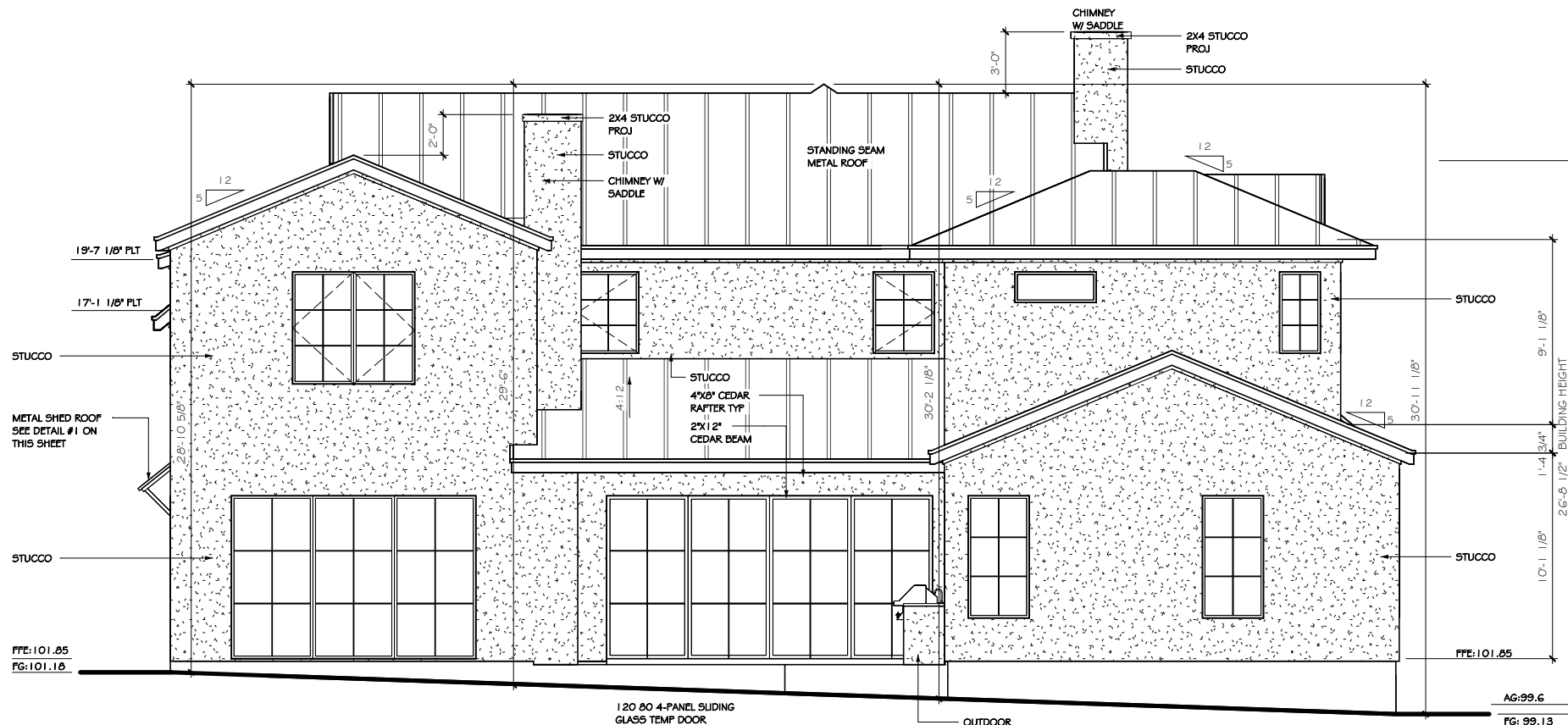


DETAIL #3
SCALE 1/4" = 1'-0"

ABBREVIATIONS	
FEE:	FINISHED FLOOR ELEVATION
BEE:	BUILDING ENVELOPE ELEVATION
AAG:	AVERAGE ADJACENT GRADE
OGE:	ORIGINAL GRADE ELEVATION
FGE:	FINISHED GRADE ELEVATION

Square Footage Chart		
	FRAME	w/ MASONRY
FIRST FLOOR	2520	2521
SECOND FLOOR	2499	2499
TOTAL LIVING	5019	5020
COVERED PATIO 1	255	255
COVERED PATIO 2	23	23
GARAGE 1	242	242
GARAGE 2	541	541
PORCH	61	61
TOTAL	6141	6142
UNCOVERED PATIO	74	74

SQUARE FOOTAGE MAY VARY
DUE TO METHOD OF CALCULATIONS



REAR ELEVATION
SCALE 1/8" = 1'-0"

1st FLOOR PLATE HGTS TO BE
1'0" - 1'1 1/8" PLT W/ 8" - 0" WINDOW
HEADER HGTS UNLESS NOTED OTHERWISE

2nd FLOOR PLATE HGTS TO BE
9' - 1'1 1/8" PLT W/ 7' - 6" WINDOW
HEADER HGTS UNLESS NOTED OTHERWISE

PROVIDE TEMPERED GLASS WHERE
REQUIRED

BUILDER TO VERIFY CURRENT LOCAL
CODES AND REQUIREMENTS OF 1 HOUR
FIRE RATED OVERHANGS

PROVIDE STEEL LINTELS ABOVE ALL
OPENINGS W/ MASONRY, AS REQ'D

SEE FRAMING SHEETS FOR HEADER SIZES
AND LOCATION

RECHECK OR IECC COMPLIANCE
PROVIDED BY OTHERS

5001 Jeffery Place



05/04/22

WANG'S RESIDENCE
5001 JEFFERY PLACE
PLAN 4543 RFA

Due to variations in construction methods and dimensions and elevations are approximate and may vary per plan. Builder accepts full responsibility for checking plans to assure conformity with local codes. Should any changes be made to these plans by Builder or his representatives, Builder assumes full liability for amended plans and specifications.

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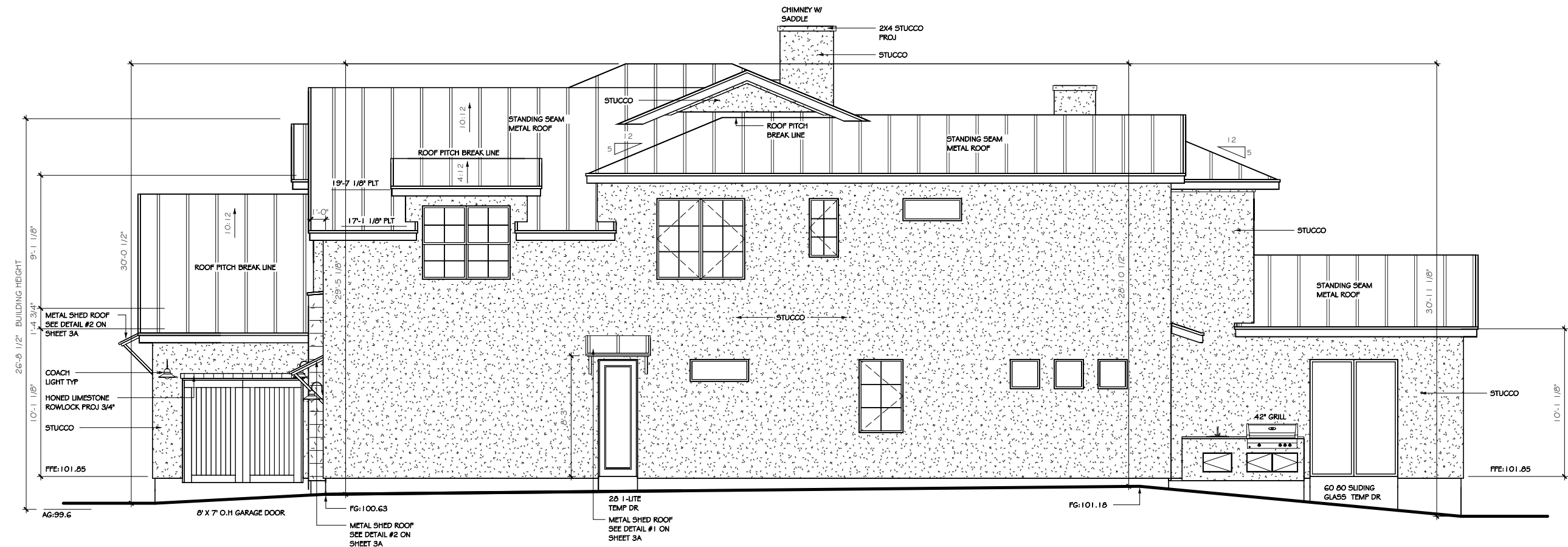
Date
05-14-19
Sheet
3A of 7

LATITUDE DEVELOPMENT



LEFT SIDE ELEVATION

SCALE 1/8" = 1'-0"



RIGHT SIDE ELEVATION

SCALE 1/8" = 1'-0"

ABBREVIATIONS

FFE:	FINISHED FLOOR ELEVATION
BEE:	BUILDING ENVELOPE ELEVATION
AAG:	AVERAGE ADJACENT GRADE
OGE:	ORIGINAL GRADE ELEVATION
FG:	FINISHED GRADE ELEVATION

1st FLOOR PLATE HGTS TO BE
10'-1 1/8" PLT W/ 8'-0" WINDOW
HEADER HGTS UNLESS NOTED OTHERWISE

2nd FLOOR PLATE HGTS TO BE
9'-1 1/8" PLT W/ 7'-6" WINDOW
HEADER HGTS UNLESS NOTED OTHERWISE

PROVIDE TEMPERED GLASS WHERE
REQUIRED

BUILDER TO VERIFY CURRENT LOCAL
CODES AND REQUIREMENTS OF 1 HOUR
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PROVIDE STEEL LINTELS ABOVE ALL
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SEE FRAMING SHEETS FOR HEADER SIZES
AND LOCATION

RECHECK OR IECC COMPLIANCE
PROVIDED BY OTHERS

5001 Jeffery Place



05/04/22

WANG'S RESIDENCE
5001 JEFFERY PLACE
PLAN 4543 RFA

LATITUDE DEVELOPMENT

Due to variations in construction methods and materials, the dimensions and elevations shown on these plans are approximate and may vary per plan. Builder accepts full responsibility for checking plans to assure conformity with local codes. Should any changes be made to these plans by Builder or his representatives, Builder assumes full liability for amended plans and specifications.

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included to detect and deter
copyright infringement, and as
such must not be modified or
omitted.
Date
05-14-19
Sheet
4A of 7

Existing construction fence placed at the property line at 5001 Jeffery Pl:





Current fence at 5000 Gregory (at the property line, chain link fence):



Current fence at 5001 Gregory (at the property line, privacy wood fence):



Current fence at 5000 Jeffery Pl (at the property line):



Current fence at 1 Jeffery CV and 3214 Gentry (at the property line & privacy wood fence):



3303 Gentry (at the property line & privacy wood fence):





City of West Lake Hills

Zoning and Planning Commission

AGENDA REPORT

Meeting Date:	November 15, 2023	Item Number:	9
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

Ordinance: Discuss and make a recommendation on the approval of an ordinance to adopt a Subdivision Checklist, as required by House Bill 3699, codified in the Texas Local Government Code Section 212.0081.

Recommendation

Staff recommend approval of the subdivision checklist.

This item will be forwarded to the City Council for consideration.

Discussion

Background & Analysis:

In the 89th Legislative Session, House Bill 3699 was adopted which requires cities and counties that process subdivision applications to adopt a subdivision checklist that will be used to determine plat application completeness. In 2019, the legislature adopted House Bill 3667 which applies a time clock for the processing of a “complete application”. If all items listed on the checklist are provided, the application must be deemed complete to accept for review and processing. Once the checklist is adopted by City Council, it must be placed on the city website for use by the public.



City of West Lake Hills Subdivision Checklist

Section 1. Subdivision Application Materials

The requirements of this checklist were adopted with Ordinance 2023-xx on December 13, 2023. Subdivision process and standards can be found in [Chapter 36 of the West Lake Hills Code of Ordinances](#).

The subdivider shall submit a plat of the entire area being subdivided. Each application package shall contain the following documents in order to be deemed complete. If all items are not present, the submission will not be accepted. The submission will be considered a filed application on the next official submittal date after which the submission has been considered administratively complete.

A Preliminary Conference must be requested through the pre-application meeting request process and held before any application for a plat is submitted to the City. See Section 36.01.005 for requirements.

A.	Completed Application in submitted online at https://www.mgoconnect.org/cp?JID=253 .
B.	Power of Attorney Form
C.	Signed Project Description Letter explaining proposed project, including number of lots existing and proposed, and if those lots are residential or commercial. If submission is for Vacating Plat, the Project Description Letter must provide evidence that the current plat does not meet the proposed development, granting the vacation would not be detrimental to the public health, safety, or welfare or otherwise injurious to the other property in the area, does not substantially conflict with the Comprehensive Plan and the purposes of the Code, and would not generally apply to other properties in the area and contain signatures of owners of all lots within the original subdivision, if not under common ownership.
D.	Travis Central Appraisal District Map highlighting the subject property.
E.	Copy of deed showing current ownership.
F.	Tax Statement showing taxes have been paid. (Certified Tax Statements required before recordation).
G.	PDF of the plat: Printed size 18" X 24". When more than one sheet is necessary, an index sheet is required. Tree survey as required by Section 22.03.304.
H.	Preliminary Plat: Preliminary Plan showing future street layout, proposed utilities, and drainage Proposed and Existing Site Improvement Data and Slope Analysis
I.	Final Plats, or Replats: Approved Construction Plans (subdivision improvements ie, drainage, streets, utilities, etc.)
J.	A letter outlining Planned Development requirements and how those required are addressed on the plat, if zoning is derived from a Planned Development.
K.	Utility Easement Release approvals from all utility providers (if removing easements).
L.	Proof of ability to serve or completed utility evaluation by each proposed utility and the Westlake Fire Department (ESD #10).
N.	Plat filing fee shall be paid at the time of the submission as set forth in City of West Lake Hills Code of Ordinances – Appendix A.
O.	Copy of original plat and recorded deed restrictions, if filing an amending plat or replat.
P.	Proof of approved variances, if any.
Q.	All other required submittals and approvals required by the West Lake Hills Code of Ordinances.
R.	For Final Plat or Replat with subdivision improvements, proof all subdivision improvements have been

	completed/accepted and that all contractors have been paid.
S.	Texas Department of Transportation. For subdivisions with access from a TxDOT right-of-way, TxDOT approval is required prior to submission.

Section 1. Subdivision Application Materials

T.	Federal Emergency Management Agency. For subdivision impacting a Special Flood Hazard Area, conditional or final approval is required prior to submission.
U.	GIS or AutoCAD Files – should include files that show new parcel layout, utility plans and easements formatted in a GIS geodatabase, shape files, or AutoCAD dwg file spatially referenced using NAD_1983_StatePlane_Texas_Central_FIPS_4203_Feet. Files should be titled “[Plat Name][Submittal Number][Name of feature]” with no spaces in file names
V.	Digital Submittal: Digital submittals shall be uploaded to the MGO Connect Customer Portal. Application will only be accepted if all required documents listed below are provided. All documents must be in .pdf format with exception of GIS data.
File 1	Project Description letter titled “[Plat name] [Submittal Number] Narrative”
File 2	Deed(s) showing property ownership titled “[Plat Name] [Submittal Number] Deed”
File 3	Owner’s Authorization Form titled “[Plat Name] [Submittal Number] Agent” Not required if applicant is also sole property owner
File 4	Plat document titled “[Plat Name] [Submittal Number]”
File 5	Any Remaining Checklist Items in combined document Titled “[Plat Name] [Submittal Number] Submittal Docs”
File 6	Compressed folder containing GIS files for submission titled “[Plat Name] [Submittal Number]_GIS”
File 7	Copy of plat checklist with document number and page referenced for each item in checklist

Section 2. Plat preparation details (36.01.007)		Amending	Minor	Replat	Preliminary Plat	Final Plat
	The plat shall show the names and addresses of the subdivider, record owner, engineer and surveyor.	X	X	X	X	X
	The plat shall show the proposed name of the subdivision, which shall not have the same spelling as or be pronounced similarly to the name of any other subdivision located within the city or within the area of extraterritorial jurisdiction of the city or within the county.	X	X	X	X	X
	The plat shall show the names of contiguous subdivisions and the owners of contiguous parcels of subdivided and unsubdivided land, and an indication of whether or not contiguous properties are platted.	X	X	X	X	X

	The plat shall show primary control points or descriptions, and ties to such control points, to which all dimensions, angles, bearings, block numbers and similar data shall be referred.	X	X	X	X	X
Section 2. Plat preparation details (36.01.007)		Amending	Minor	Replat	Preliminary Plat	Final Plat
	The plat shall show subdivision boundary lines, indicated by heavy lines, and the computed acreage of the total subdivision and each lot therein.	X	X	X	X	X
	The exact location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements or other public rights-of-way within the subdivision intersecting or contiguous with its boundary or forming such boundary, with accurate dimensions, bearing or deflecting angles and radii, area, and central angle, degree of curvature, tangent distance and length of all curves where appropriate, and location of active private sewage drainfields.	X	X	X	X	X
	The exact location, dimensions, description and name of all proposed streets, alleys, drainage structures, parks, other public areas, reservations, easements or other rights-of-way, blocks, lots, units, existing structures and other sites within the subdivision with accurate dimensions, bearing or deflecting angles with radii, area and central angles, degree of curvature, tangent distance and length of all curves where appropriate.			X	X	X
	The location and size of existing water lines and fire hydrants and one copy of plans and profiles of all proposed water lines and fire hydrants as approved by Travis County WC&ID No. 10.	X	X	X	X	X
	The plat shall show the 100-year floodplain limits of the floodway and elevation data bearing the seal of an engineer. In accordance with section 60.3(b)(3) of the National Flood Insurance Program regulations, all new subdivision proposals and other proposed developments greater than fifty (50) lots or units or five (5) acres, whichever is the lesser, shall include within such proposals base flood elevation data, including floodplain or other boundary lines, reference marks and elevation data (floodway, velocity zones, etc.) transferred from the flood hazard boundary map (FHBM) or the flood insurance rate map (FIRM). The data source and source date should also be included. All data shall bear the seal of an engineer.	X	X	X	X	X
	The location of the fifty (50) foot undisturbed conservation easement required for all subdivisions larger than five (5) acres.	X	X	X	X	X
	The date of preparation, scale of the plat (min. 1"=100') and north arrow shall be shown.	X	X	X	X	X
	The plat shall show density calculation based on total area of the subdivision in acres, multiplied by 0.67 and rounded down to the nearest whole number per section 36.01.008(2)(G) and a number (e.g., lot or unit 1, lot or unit 2, etc.) to identify each lot, unit or site		X		X	X

	and each block, and the exact (acreage) size of each lot.					
Section 2. Plat preparation details (36.01.007)		Amending	Minor	Replat	Preliminary Plat	Final Plat
	Identify each lot, unit or site and each block, and the exact (acreage) size of each lot.	X	X	X	X	X
	The plat shall show the location of the city limits boundary line, the outer border of the city's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary. Zoning district classification within the corporate limits of the city, or land usage as shown in the master plan for the city's extraterritorial jurisdiction, shall be designated on each lot or unit.	X	X	X	X	X
	A vicinity sketch or map shall be included, which shall show existing subdivisions, streets, easements, rights-of-way, parks and public facilities in the vicinity. Such map shall be drawn at a scale in which such facilities can be clearly displayed. Maximum area of map should not exceed 1 square mile.	X	X	X	X	X
	The general drainage plan and ultimate destination of water, and possible storm sewer, water, gas, electric and sanitary sewer connections, shall be shown by arrows. Such facilities shall be drawn at a scale in which such data can be clearly displayed.(Preliminary Plan)				X	
	Plats shall indicate that each residential lot is of the minimum area prescribed in section 22.03.281(b), including public utility easements but excluding public streets and drainage easements. All lots or units shall have direct access to a public street.	X	X	X	X	X
	Plats for multifamily housing developments shall contain indications of lot or unit size for such development and an indication that each lot or unit contains a minimum of one-quarter acre per bedroom for each family unit. All other lots or units shall contain dimensional regulation requirements as provided in this article.	X	X	X	X	X
	A statement shall be included covering all aspects of private sewage facilities in accordance with Article 18.03.	X	X	X	X	X
	Applicants shall submit with plats copies of all deed restrictions, restrictive covenants, and declarations of covenants, conditions, and restrictions applicable to the land. The plat shall include a statement indicating such documents, with provisions for the document number in deed records.	X	X	X	X	X

	A statement shall be included as to the degree of lot or unit clearance planned and the methods for maximum preservation of live trees and vegetation, including the applicable percentage of impervious cover for the anticipated land usage.				X	
Section 2. Plat preparation details (36.01.007)		Amending	Minor	Replat	Preliminary Plat	Final Plat
	The proposed plat and planned site improvement data shall be submitted on all nonresidential land usage subdivisions and residential land usage subdivisions over three lots or units, or five acres for review and recommendation by the city staff and consultants before referral to the commission and city council. Planned site improvement data includes the following information: - The existing and proposed conditions of the lot(s) or unit(s), including but not necessarily limited to topography, vegetation, drainage, floodplains and waterways; - The location of all existing and proposed buildings, drives, parking spaces, walkways, means of ingress and egress, drainage facilities, utility services, landscaping, structures and signs, lighting and screening devices. All driveways are limited to undeveloped slopes below 25 percent gradient; and - Any other information that may be reasonably required in order to determine whether the proposed development complies with the criteria and standards in this article and with the requirements of other city ordinances.		X	X	X	X
	The subdivider shall be required to provide the city with a topographic map with contour lines at one-foot intervals for at least 25 feet upslope and at least 50 feet downslope of the proposed primary and alternate sewage disposal field areas as certified on a ground survey performed by a professional registered surveyor. The subdivider shall be required to provide the city with a topographic map with contour lines at two-foot intervals for property not designated for the primary and alternate sewage disposal areas as certified on a ground survey performed by a professional registered surveyor. New development on lots or units subdivided after July 1, 1991, shall not dispose of effluent on natural slopes in excess of 30 percent. Any submission including disposal of effluent in contravention of this section must include an approved variance from this section, as reviewed by ZAPCO and city council, or will not be considered administratively complete.	X	X	X	X	X
	The plat shall include the following applicable certification, executed by the appropriate person pertaining to: Streets and roads (county or city, as applicable). Travis County Water Control and Improvement District No. 10 certification. (iii) Feasibility certification of private on-site sewage disposal	X	X	X	X	X

facilities. (iv) Sanitation certification. (v) Floodplain certification. (vi) Lot clearance and cover limitations. (vii) Edwards Aquifer Recharge Zone certification, as applicable. (viii) Owner's acknowledgment. (ix) Certification by the surveyor. (x) Certificate by the engineer (if applicable). (xi) Certificate by the city arborist regarding Oak Wilt. Certifications are in Section XX of this checklist.					
Applicable Plat Notes as shown in Section 3	X	X	X	X	X
Section 2. Plat preparation details (36.01.007)	Amending	Minor	Replat	Preliminary Plat	Final Plat
A complete legal description by metes and bounds of the land being subdivided (field notes).		X	X	X	X
For streets to be dedicated: Complete curve data (delta, length of curve, radius, point of reverse curvature, point of tangency, chord length and bearing) shown on each side of the street; length and bearing of all tangents; dimensions from all angle points of curve to an adjacent side lot line shall be provided.			X		X
For water courses and easements to be dedicated: Distances to be provided along the side lot lines from the front lot line or the high bank of a stream. Traverse line to be provided along the edge of all large water courses in a convenient location, preferably along a utility easement or drainage easement if paralleling the easement or stream. The 100- year flood plain easement shall be shown where applicable. A note shall be provided prohibiting construction within the 100-year flood plain except for public streets or roads or utilities unless a floodplain permit is obtained.		X	X		X
Phasing Plan, if all lots will not be in Final Plat				X	
Section 3. Standard Plat Notes	Amending	Minor	Replat	Preliminary Plat	Final Plat
The Benchmarks used are: INSERT BENCHMARK DATA AND MONUMENT DATA.	X	X	X	X	X
Water service is provided by the INSERT NAME OF PROVIDER.	X	X	X	X	X

	Wastewater service is provided by INSERT NAME OF PROVIDER.	X	X	X	X	X
	Electric service is provided by INSERT NAME OF PROVIDER.	X	X	X	X	X

	This Plat conforms to the Preliminary Plat approved by the Zoning and Planning Commission on INSERT APPROVAL DATE.					X
	All subdivision permits shall conform to the City of West Lake Hills Code of Ordinances, public improvement standards, and generally accepted engineering practices.	X	X	X	X	X
	Construction Plans and Specifications for all subdivision improvements shall be reviewed and accepted by the City of West Lake Hills prior to any construction within the subdivision.			X	X	X
	The owner of this subdivision, and his or her successors and assigns, assumes sole responsibility for plans for construction of subdivision improvements which comply with applicable codes and requirements of the City of West Lake Hills. The owner understands and acknowledges that plat vacation or re-platting may be required, at the owner's sole expense, if plans to construct this subdivision do not comply with such codes and requirements.			X	X	X
	By approving this plat, the City of West Lake Hills assumes no obligation to construct any infrastructure in connection with this subdivision. Any subdivision infrastructure required for the development of the lots in this subdivision is the sole responsibility of the developer and/or the owners of the lots. Failure to construct any required infrastructure to City standards may be just cause for the City to deny applications for certain development permits including building permits, site plan approvals and/or Certificate of Occupancy.	X	X	X	X	X
	Fiscal surety for subdivision construction, in a form acceptable to the City of West Lake Hills, shall be provided prior to plat approval by the City.			X		X
	No lot in this subdivision shall be occupied until connected to the approved water distribution and wastewater connection facilities.	X	X	X	X	X
	Wastewater and Water systems shall conform to Texas Commission on Environmental Quality (TCEQ).	X	X	X	X	X
	All new utilities will be underground. (Non-residential)	X	X	X	X	X
	Developer or property owner shall be solely responsible for all relocation and modifications to existing utilities.	X	X	X	X	X
	Flood Hazard: A PORTION/NO PORTION of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # STATE NUMBER for Bastrop County, Effective INSERT DATE, INSERT COMMUNITY NUMBER Community Number, and is on Zone INSERT ZONE.	X	X	X	X	X
	Site clearance, site disturbance and impervious cover note. Site clearance, site disturbance, or impervious cover: Every lot or unit in this subdivision is subject to the City of West Lake Hills' site clearance procedures. No site clearance, excavation, grading or landfill shall commence unless a permit shall have first been issued	X	X	X	X	X

	for such work in accordance with the provisions of applicable ordinances. Impervious cover shall not exceed the maximum percentage permitted under City Ordinance.					
Section 3. Standard Plat Notes		Amending	Minor	Replat	Preliminary Plat	Final Plat
	Septic systems: Every lot within the City's municipal boundaries in this subdivision is subject to Chapter 18 of the West Lake Hills Code, as amended. No septic system or other private sewage facility may be constructed in the City until the City of West Lake Hills has issued a permit for its construction. No private sewage facility in the City limits may be used until the facility has been approved and licensed by the City. Lot size requirements for residential and commercial private sewage facilities shall conform to construction and development limitations in Chapter 18 of the West Lake Hills Code, as amended.	X	X	X	X	X

Section 3. Standard Plat Notes		Amending	Minor	Replat	Preliminary Plat	Final Plat
	Property owner shall provide for access to all easements as may be necessary and shall not prohibit access by government authorities.	X	X	X	X	X
	No building, fences, landscaping or other structures are permitted within drainage easements shown, except as approved by the City of West Lake Hills.	X	X	X	X	X
	All easements on private property shall be maintained by the property owner or his or her assignees.	X	X	X	X	X
	Erosion and sedimentation controls constructed in accordance with the Code of Ordinances of the City of West Lake Hills are required for all construction on each lot.	X	X	X	X	X
	Public utility and drainage easements where shown and/or described hereon are intended to indicate an easement for construction, operation, and maintenance of public utilities and drainage ways; including, but not limited to, sanitary sewers, force mains, water lines, telephone signal conduits, electric conductors, drainage pipes, and natural gas lines.	X	X	X	X	X
	STANDARD PLAT NOTES SPECIFIC TO CITY LIMITS:					
	For subdivisions within the city limits of the City of West Lake Hills: Streets, roads and other public thoroughfares shown on plat: The building of all streets, roads and other public thoroughfares shown on this plat, and any bridges or culverts necessary to be constructed or placed in such streets, roads or other public thoroughfares or in connection therewith, shall be the responsibility of the owner and/or developer of the tract of land covered by this plat in accordance with the plans and specifications prescribed by the City Council of the City of West Lake Hills, Travis County, Texas, if said plat is within the City limits of the City of West Lake Hills, Texas. The City of West Lake	X	X	X	X	X

	Hills, Texas assumes no responsibility to build any of the streets, roads or other public thoroughfares shown on this plat or any bridges or culverts in connection therewith. All curb cuts, entrances and exits onto public streets or highways shall first be approved by the City of West Lake Hills, Texas.					
Section 3. STANDARD PLAT NOTES		Amending	Minor	Replat	Preliminary Plat	Final Plat
	Build-to lines shall be in accordance with the ordinances of the City of West Lake Hills.	X	X	X	X	X
	All of the land depicted on this subdivision plat IS/IS NOT located within the full purpose municipal boundaries of the City of West Lake Hills on this the _____ day of _____ 20 _____, A.D.	X	X	X	X	X
	STANDARD PLAT NOTES SPECIFIC TO EXTRATERRITORIAL JURISDICTION:					
	A Travis County development permit is required prior to any site development.	X	X	X	X	X
	All or part of this subdivision is within the extraterritorial jurisdiction of the City of West Lake Hills. Under Chapter 241, Local Government Code, the City of West Lake Hills has sole and exclusive jurisdiction over approval of this plat. However, Travis County retains the sole and exclusive jurisdiction over maintenance of public roads in, and issuance of onsite sewage permits and development permits for this subdivision. The City of West Lake Hills' approval of this plat does not ensure Travis County's acceptance of the roads for maintenance, or approval of onsite sewage permits or development permits for this subdivision. The owner(s) or developer(s) is(are) responsible for ensuring that the requirements of this plat are consistent with and do not prevent acceptance of the roads or issuance of onsite sewage permits and development permits for this subdivision. In the event of a conflict, plat amendments may be required prior to accepting roads or issuing onsite sewage or development permits.	X	X	X	X	X
	STANDARD PLAT NOTES SPECIFIC TO EDWARDS AQUIFER RECHARGE ZONE					
	Recharge zone: Lots in this subdivision are located over the Edwards Aquifer Recharge Zone and subject to the Texas Commission on Environmental Quality Edwards Rules 31, Texas Administrative Code (TAC) 313, as amended. No building permit will be issued by the City of West Lake Hills until the requirements of the Edwards Rules TAC Chapter 313 are fully complied with. The applicant for a building permit is responsible to furnish the City written compliance to the Edwards Aquifer Rules from the Texas Commission on Environmental Quality.	X	X	X	X	X
	STANDARD PLAT NOTES, WHEN APPLICABLE:					
	Variance from INSERT CODE AND VARIANCE DESCRIPTION was approved by the City of West Lake Hills on INSERT DATE.	X	X	X	X	X
	All restrictions and notes from the previous existing subdivision, INSERT SUBDIVISION NAME, recorded in INSERT RECORDATION NUMBER, plat records, Bastrop County, Texas, shall apply to this plat.	X		X		X

	This project is located within the Balcones Canyonlands Conservation Plan area.	X	X	X	X	X
	Restrictions or covenants filed as Document No. _____, of the Travis County Deed Records.			X		

Section 4. SIGNATURE BLOCKS		Amending	Minor	Replat	Preliminary Plat	Final Plat
Zoning & Planning Commission Approval Format			X	X	X	X
This plat has been submitted to and considered by the Zoning and Planning Commission (ZAPCO) of the City of West Lake Hills, Texas. _____ ZAPCO Chairperson City of West Lake Hills, Texas						
City Council Approval Format			X	X	X	X
Approved and authorized for record by the City Council of the City of West Lake Hills, Texas. DATED this _____ day of _____, 20 _____. Approved: _____ Attest: _____ _____ Mayor City of West Lake Hills, Texas City Secretary						
Certification by the city administrator		X	X	X	X	X
I, the undersigned, City Administrator of the City of West Lake Hills, Texas, hereby certify that this subdivision plat conforms to all requirements of the subdivision regulations of the City for which my approval is required. DATED: _____ _____ City Administrator City of West Lake Hills, Texas						

Section 4. SIGNATURE BLOCKS		Amending	Minor	Replat	Preliminary Plat	Final Plat
Certification by Water Control and Improvement District No. 10		X	X	X	X	X
The tract of land described on this plat is within the boundaries of Travis County Water Control and Improvement District (WCID) No. 10 and has water service available. DATED: _____ _____ President of the Board WCID No. 10						
Certificate of the Licensed Public Surveyor		X	X	X	X	X
State of Texas§ County of Travis§ KNOW ALL MEN BY THESE PRESENTS That I, INSERT NAME, in the State of Texas, hereby certify that this plat is true and correct and was prepared from the actual survey of the property made under my supervision on the ground. _____ Signature and Seal of Registered Public Surveyor _____ Date						
Certificate of the Licensed Engineer		X	X	X	X	X
State of Texas§ County of Travis§ KNOW ALL MEN BY THESE PRESENTS That I, INSERT NAME, do hereby certify that the information contained on this plat complies with the subdivision regulations for the City of West Lake Hills, Texas and that the 100-year flood plain is as shown and will be contained within the drainage easement and or drainage right-of-way, as shown hereon. _____ Signature and Seal of Registered Engineer _____ Date						

Section 4. SIGNATURE BLOCKS		Amending	Minor	Replat	Preliminary Plat	Final Plat
Owner's Signature Block		X	X	X	X	X
STATE OF TEXAS§ COUNTY OF TRAVIS§ WHEREAS, _____, the owner(s) of _____ acres of land out of the _____ Survey, Abstract No. _____ of Travis County, Texas, conveyed to me (us) by deed recorded in Volume _____, Page _____, of the Travis County Deed Records ; NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That I (we) the undersigned owner(s) of the land shown on this plat, and designated herein as the _____ Subdivision of the City of West Lake Hills, Travis County, Texas, and whose name is subscribed hereto, hereby subdivides said _____ acres of land to be known as the _____ Subdivision and do hereby dedicate to the use of the public forever all streets, alleys, parks, watercourses, drains, public easements, and public places thereon shown for the purposes and consideration therein expressed. WITNESS MY HAND this _____ day of _____, 20 _____. _____ Property Owner Name Property Owner Address STATE OF TEXAS COUNTY OF TRAVIS BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed. GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 20 _____. _____ Notary Public in and for Travis County, Texas My Commission expires:						
County Clerk Signature Block		X	X	X	X	X
STATE OF TEXAS COUNTY OF TRAVIS I, _____, Clerk of the County Court of Travis County, Texas, hereby certify that the foregoing instrument with its Certification of Authentication was filed in my office at _____ o'clock __.m. this the _____ day of _____, 20 _____, and duly recorded at _____ o'clock __.m. on the _____ day of _____, 20 _____, in the Plat Records of Travis County, Texas, as Document No. _____. WITNESS MY HAND AND SEAL OF THE COURT OF TRAVIS COUNTY, TEXAS, this _____ day of _____, A.D. 20 _____. Clerk of the County Court Travis County, Texas By _____ Deputy STATE OF TEXAS COUNTY OF TRAVIS Filed for record this _____ day of _____, 20 _____, at _____ o'clock __.m. Clerk of the County Court Travis County, Texas						

By _____ Deputy